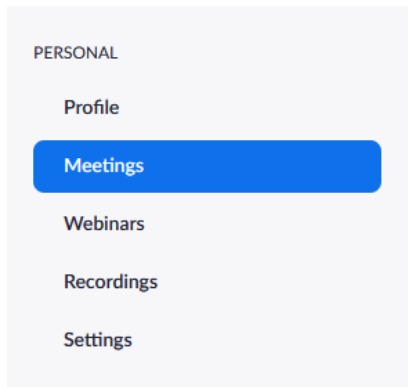


## Setting up a Zoom Meeting with Online Registration

**NOTE:** Zoom registration can be used only for Free events. Zoom registration allows users to register with Zoom for the meeting and receive a confirmation email and calendar reminder. It also allows you as the chapter/region to manage your registrants for your virtual events. (If you'd like to add a donation feature at the time of registration, you can either have your event registration on the NEWH website, or you can include a 'text to give' option and offer that during your event – please work with Susan Huntington in the Inc. office to this set up PRIOR to your event.)

1. Log into your shared NEWH Zoom account (schedule meeting thru web portal and not Zoom app)
2. Click on **Meetings** on the left hand side



**NOTE:** since you share Zoom accounts, please do not change any information in the Profile settings (it includes a standard NEWH logo, and the profile name)

3. Click on Schedule a **New Meeting**

Upcoming Meetings

Schedule a New Meeting

4. Fill in the Topic field with the name of your NEWH Virtual Event -  
\*Include your chapter/region name in the topic (i.e. NEWH/Rocky Mountain CEU)  
Fill in the Description field with the description of your NEWH Virtual Event

Topic	<input type="text" value="NAME OF YOUR MEETING HERE"/>
Description (Optional)	<input type="text" value="Further describe your &lt;u&gt;NEWH&lt;/u&gt; virtual program in this section"/>

5. Set your date, time and duration of your upcoming meeting – pay attention to the time zone.

When	<input type="text" value="05/20/2020"/> <input type="text" value="4:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-5:00) Central Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting

6. Click the Registration Required box

7. Click the Require Meeting Password Box if it is not checked.

You can either use the system generated meeting password, or you may create your own password

---

Registration	<input checked="" type="checkbox"/> Required
--------------	--

---

Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 517 495 8102
------------	--

---

Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text" value="PASSWORD"/>
------------------	--

---

Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off

---

Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from United States of America <a href="#">Edit</a>

---

8. Verify that your intended meeting options are checked

---

Meeting Options	<input checked="" type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry
	<input type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Only authenticated users can join
	<input checked="" type="checkbox"/> Record the meeting automatically <input type="radio"/> On the local computer <input checked="" type="radio"/> In the cloud

---

9. Click Save

## 10. This screen will then open:

My Meetings > Manage "NAME OF YOUR MEETING HERE"

[Start this Meeting](#)

Topic: NAME OF YOUR MEETING HERE

Description: Further describe your NEWH virtual program in this section

Time: May 20, 2020 04:00 PM Central Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(ics\)](#) [Yahoo Calendar](#)

Meeting ID: 816 2179 9111

Meeting Password: \*\*\*\*\* [Show](#)

Registration Link: <https://newh.zoom.us/meeting/register/tZUrdeivpZrG9V4OVclEyFExv4qCEfdbRe3> [Copy Invitation](#)

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio, Dial from United States of America

Meeting Options:  Enable join before host,  Mute participants upon entry ⓘ,  Enable waiting room,  Only authenticated users can join

Record the meeting automatically in the cloud

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

[Registration](#) [Email Settings](#) [Branding](#) [Poll](#)

Manage Attendees: Registrants: 0 [View](#)

Registration Options: Automatically Approved [Edit](#)

- Send an email to host
- Close registration after meeting date
- Show social share buttons on registration page

## 11. Scroll to the bottom to see your meeting Registration details

## 12. With the Registration tab highlighted click **Edit** on the far right of Registration Options

- Click on **Close registration after event date**
- Click on Questions or Custom Questions to customize your registration form  
Add any specific fields you'd like here – i.e. **Add Organization field (make this required)** so individuals have to enter their Company/School name. Also if you are having a CEU – you may want to add this question: *Please enter your IDCEC/AIA number or enter NA*
- Click on View to the far right of Manage Attendees to see all who have registered

## Registrants for 'NAME OF YOUR MEETING HERE'

×

Search by name or email

Search

<input type="checkbox"/>	Registrants	Email Address	Registration Date	
<input type="checkbox"/>	<a href="#">Lucille Von Zeal</a>	huntington5@icloud.com	May 20, 2020 03:59 PM	<a href="#">Copy</a>
<input type="checkbox"/>	<a href="#">Susan Huntington</a>	susan.huntington@newh.org	May 20, 2020 03:45 PM	<a href="#">Copy</a>
<input type="checkbox"/>	<a href="#">Julie Hartmann</a>	julie.hartmann@newh.org	May 20, 2020 03:44 PM	<a href="#">Copy</a>

[Cancel Registration](#)

[Resend Confirmation Email](#)

« Previous

1

Next »

- If you see anyone that should not be registered - To cancel a registrant, click next to their name, click Cancel Registration, a new screen will pop up giving you the option to send a cancellation email to the registrant

## Send Registration Cancellation Email

×

To:

Lucille Von Zeal (huntington5@icloud.com)

[Back](#)

Subject:

NAME OF YOUR MEETING HERE - Registration Cancelled

Body:

Your registration for NAME OF YOUR MEETING HERE at May 20, 2020 03:59 PM Central Time (US and Canada) has been cancelled.  
You will not receive any further emails about this meeting.

[Send](#)

[Cancel](#)

[Back](#)

13. On the **Email Settings** tab, click on Edit to the far right of Email Contact and change the email address to your board member contact in charge of the event. This email will be on all confirmation emails sent out – it would be best to change it to the person(s) heading the event.

Registration	<b>Email Settings</b>	Branding	Poll	Live Streaming
Email Contact:	San Fransicsco Chapter, <a href="mailto:newhsf.marketing@gmail.com">newhsf.marketing@gmail.com</a>			
Confirmation Email to Registrants	Send upon registration <a href="#">Send me a preview email</a>			

14. Click on **Edit** on the far right of **Confirmation Email to Registrants** – to customize your confirmation email to registrants

15. Click on **Branding** and upload your Chapter’s NEWH logo to make your invite more personalized

Registration	Email Settings	<b>Branding</b>	Poll
Manage Attendees	Registrants: 0		
Registration Options	Automatically Approved		
	<input type="checkbox"/> Send an email to host		
	<input type="checkbox"/> Close registration after meeting date		
	<input checked="" type="checkbox"/> Show social share buttons on registration page		
Banner	Your banner is displayed at the top of your invitation page.		
	<a href="#">Upload</a>		
	Image requirements:		
	<ul style="list-style-type: none"><li>• GIF/JPG/JPEG or 24-bit PNG</li><li>• The suggested dimensions: 640px by 200px</li><li>• The maximum dimensions: 1280px by 400px</li></ul>		
Logo	Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.		
	<a href="#">Upload</a>		
	Image requirements:		
	<ul style="list-style-type: none"><li>• JPG/JPEG or 24-bit PNG</li><li>• The suggested dimensions: 200px by 200px</li><li>• The maximum dimensions: 400px by 400px</li></ul>		

16. After your meeting is set up, copy the registration link and share it with Diane Federwitz at the Inc. office ([diane.federwitz@newh.org](mailto:diane.federwitz@newh.org)) to include with your invite and post to the NEWH Inc.’s website.

Any questions? Please email [susan.huntington@newh.org](mailto:susan.huntington@newh.org)