WINTHROP UNIVERSITY | *Cultural Events*

Setting up a Zoom registration page for your event

Planning a virtual cultural event on Zoom? Here are a few steps for setting up your Zoom registration page.

Step 1. Log into Zoom and schedule a meeting. When scheduling your Zoom meeting, enter your event details and check the 'Required' box under 'Registration' to ensure that registration is required for all participants.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic	Virtual Poetry Reading
Description (Optional)	A poetry reading led by the the Department of English, featuring works by faculty and students.

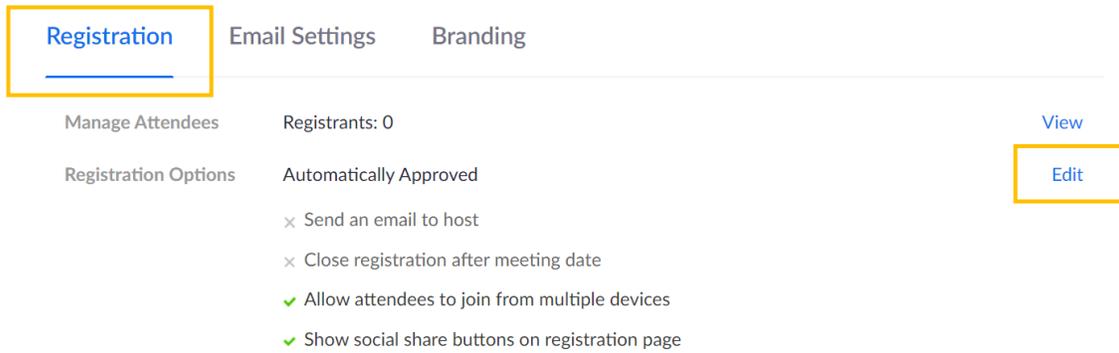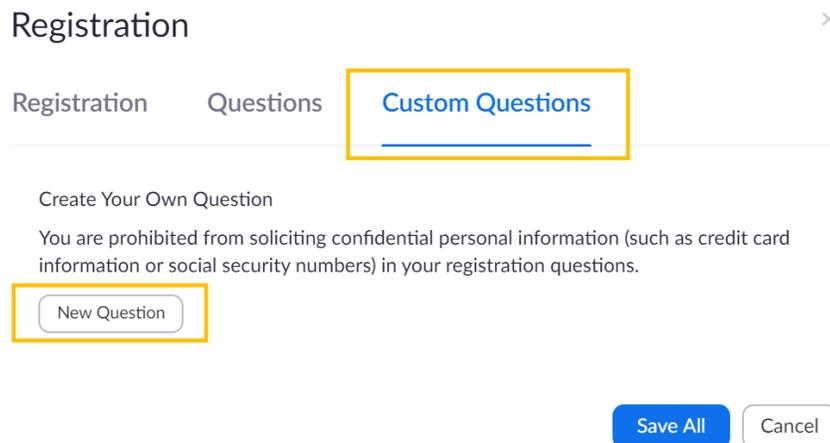|	
When	09/18/2020 🗓 7:00 ⌄ PM ⌄
Duration	1 ⌄ hr 15 ⌄ min
Time Zone	(GMT-4:00) Eastern Time (US and Canada) ⌄
	☐ Recurring meeting

Registration	☑ Required

Step 2. Once the meeting has been scheduled, scroll to the bottom of the event management page. Click on 'Registration' and select the 'Edit' option.

Registration   Email Settings   Branding

Manage Attendees   Registrants: 0   View

Registration Options   Automatically Approved   Edit

                          ✕ Send an email to host
                          ✕ Close registration after meeting date
                          ✔ Allow attendees to join from multiple devices
                          ✔ Show social share buttons on registration page

Step 3. Click on 'Custom Questions' and select 'New Question.'

Registration   ✕

Registration   Questions   **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question

Save All   Cancel

STEP 4. For question type, select 'Single answer' and enter the following question: "Are you a Winthrop student? If yes, enter your Winthrop Email Address above." List 'Yes' and 'No' as answers. Check the 'Required' box and hit 'Create.'

Registration ✕

Registration   Questions   **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type	○ Short Answer ● Single answer
Required	☑
Question	Are you a Winthrop student? If yes, enter your W
Answer	Yes
	No

Add another answer

Create   Cancel

STEP 5. If you'd like to view and/or test your registration page, click on the registration link on the event management page.

Start this Meeting

Topic	Virtual Poetry Reading
Description	A poetry reading led by the the Department of English, featuring works by faculty and students.
Time	Sep 18, 2020 07:00 PM Eastern Time (US and Canada)
	Add to 📅 Google Calendar 📧 Outlook Calendar (.ics) Ⓨ Yahoo Calendar
Meeting ID	991 2704 2083
Security	✓ Passcode ******** Show ✓ Waiting Room
Registration Link	https://winthrop-edu.zoom.us/meeting/register/tJ0sde6oqjkqEtetd7rIfVQoZaKPypriXi1G

Your registration page should look like this:

STEP 6. (OPTIONAL) If you would like to customize your registration email confirmation, click 'Email Settings' at the bottom of the event management page and select 'Edit.'

Need help? For assistance, please contact the Cultural Events Coordinator at culturalevents@winthrop.edu or call 803/323-4849.