Zoom:
Setting Up Meetings with Registration & Questions

Niagara District CUPE Council

Education Committee

Tracy Kennedy, PhD

Recording Secretary

On your Zoom Dashboard:

Click "Meetings" on the left menu and then Click "Schedule a Meeting".

Back to Meetings

Schedule Meeting

Topic: My Meeting

+ Add Description

When: 11/26/2025 | 3:00 | PM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Eastern Time (US and Canada)

☐ Recurring meeting

Invitees: Enter user names or email addresses

Registration: ☐ Required

Meeting ID: ⦿ Generate Automatically ◯ Personal Meeting ID 646 679 1812

Template: Select a template

Whiteboard ⓘ ▢ Add Whiteboard

Save Cancel

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Schedule Meeting

Topic: NDCC Dec GMM & Winter Social

+ Add Description

When: 12/15/2025 | 5:30 | PM

Duration: 2 hr 0 min

Time Zone: (GMT-5:00) Eastern Time (US and Canada)

☐ Recurring meeting

Registration: ☑ Required

Meeting ID: ⦿ Generate Automatically ◯ Personal Meeting ID 646 679 1812

Template: Select a template

Whiteboard ⓘ ▢ Add Whiteboard

Docs: ▤ Add Docs

On the Schedule Meeting Page –
Fill out the information for your meeting.
Click "Required" for Registration (this allows you to confirm the person registering).

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Unclick "Passcode" (unless you want/need it for extra security)
Keep "Waiting Room" clicked.
Keep AI Companion unclicked (unless you've agreed amongst your Exec that everyone is okay with using this feature to log what is said).
Unclick "Enable Continuous Chat" (same reason as above).
Video off for everyone at first is a good way to make sure no one is caught off guard when the video starts automatically without their consent.

Default

For Options, Click "Show".

Click "Allow participants to join anytime" (because people's connections drop; sometimes they have to switch devices).

Click "Mute participants upon entry" (in case the person forgot and so that there are no disruptions if someone is mid-sentence).

Add alternate hosts if you have one.

Click "Save".

Once you click Save, the next screen will show you your meeting details with the registration link. You are on the "Details" tab (highlighted in Blue. Click the "Registration" tab beside "Details".

Under "Manage Registrants" – look to the far right beside "Import from CSV" Here is shows 'View' but once members register, it will say 'Edit' - see slide 14. You'll look at this section after members have started to register.

For now, Under "Registration Options" and to edit the list of options – look to the far right, Click "Edit" (circled above).

Default

You're in the Registration Tab. Click "Manually Approve".
Click "Send an email to host".
Click "Close registration after meeting date".
Unclick "Allow registrants to join from multiple devices".
Unclick "Show social share buttons on registration page" (unless it's open to the public).
Click "Save All".
You'll be back at the Registration tab once you click save all, so Click "Edit" again under Registration options.

Registration

Registration   Questions

When participants submit registration
- Automatically Approve ⓘ
- Manually Approve ⓘ

Other options
- ☑ Send an email to host
- ☑ Close registration after meeting date
- ☐ Allow registrants to join from multiple devices
- ☐ Restrict number of registrants
- ☐ Show social share buttons on registration page

Save All   Cancel

Registration

Registration   Questions

ⓘ Updating questions requires registered invitees to update their responses before joining.

First Name and Email Address required.

Enabled Fields (1)   Required (1)

☑ Last Name   ☑

☐ Address   ☐

☐ City   ☐

☐ Country/Region   ☐

☐ Zip/Postal Code   ☐

+ Add Question ⓘ   Save All   Cancel

This time, you're going to Click "Questions" instead of "Registration".
The tab will show the question options – the default and required question is Last Name.
Click "Add Question".

Select 'short text' & enter in the first question as shown here. Click SAVE after each question (you might have to scroll down a bit to see the question save).

Example of the next question, which is a single choice. Add your info as shown and Click SAVE under the question.

You'll now be able to see all the questions you saved listed under the 'Questions' tab.

Once you've added and saved all of your questions, then Click SAVE ALL to finalize.

This is how it would look to someone registering.

And you're good to go.

Details   **Registration**   Email Settings   Branding   Polls/Quizzes   Live Streaming

Manage Registrants   Registrants: 24   Import from CSV | Edit
                          Approved: 24

Registration Options   Manually Approve   Edit

                          ✓ Send an email to host

                          ✓ Close registration after meeting date

                          ✗ Allow registrants to join from multiple devices

                          ✗ Show social share buttons on registration page

To confirm member registrations:
Under "Manage Registrants" – look to the far right beside
"Import from CSV" – You'll Click "Edit" to see who has
registered for your meeting (continued from slide 7). It will
show who is pending approval, who has been approved, and
who has been denied.

Pending Approval (0)   Approved (24)   Denied (0)

[Approve] [Deny]

☐   Registrants   Email Address   Registration Date

No pending approval registrants

[Close]

Registrant Details

Approved example:

Tracy Kennedy

Status:	approved
Registered:	Nov 28, 2025 12:08 PM
Email:	vp1instructors@cupe4207.org
First Name	Tracy
Last Name	Kennedy
Email Address	vp1instructors@cupe4207.org
What is your Local Number	4207
How will you be attending?	In Person

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We hope this guide has been helpful to you!

The Niagara District CUPE Council is dedicated to uniting and empowering CUPE locals across the Niagara Region through solidarity, advocacy, and collective action.

We support our affiliated locals by fostering collaboration, sharing resources, providing a platform for mutual support, and amplifying their voices on regional and provincial issues.

Niagara District CUPE Council Education Committee

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