



# **Zoom: Setting Up Meetings with Registration & Questions**

**Niagara District CUPE Council  
Education Committee**

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Recording Secretary



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# Meetings

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11-26-2025 to 02-26-2026 ⓘ

+ Schedule a Meeting

The user does not have any upcoming meetings.  
To schedule a new meeting click Schedule a Meeting.

On your Zoom Dashboard:

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

[Back to Meetings](#)

### Schedule Meeting

Topic

[+ Add Description](#)

When

Duration  hr  min

Time Zone

☐ Recurring meeting

Invitees

Registration ☐ Required

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 646 679 1812

Template

Whiteboard

PERSONAL

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Template

Whiteboard

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).

**Security**

☒ **Passcode**   
 Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**  
 Only users admitted by the host can join the meeting

☒ Follow Zoom web portal setting  
☐ Select who should go into the waiting room for this meeting

☐ Require authentication to join

---

**AI Companion**

**AI Companion**

☐ Automatically start AI Companion ⓘ  
☐ Automatically start meeting questions  
☐ Automatically start meeting summary

**Meeting summary template**  
  
[Change default summary template ↗](#)

**Meeting chat** ☒ **Enable Continuous Meeting Chat** ⓘ

**Video**

Host ☐ on ☒ off  
 Participant ☐ on ☒ off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Both  
 Dial from Canada 📞

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 Dial from Canada 📞

**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.

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from Canada 

Options **Show**

Options **Hide**

☒ Allow participants to join anytime

☒ Mute participants upon entry

☐ Automatically record meeting

☐ Approve or block entry to users from specific regions/countries

**Alternative Hosts**

Allow the alternative host to manage this meeting's assets as co-owner after the meeting. ⓘ

☒ Meeting summary

☒ Meeting cloud recording

☐ Add or edit polls

**Save** Cancel

Options **Hide**

☐ Allow participants to join anytime

☒ Mute participants upon entry

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Allow the alternative host to manage this meeting's assets as co-owner after the meeting. ⓘ

☒ Meeting summary

☒ Meeting cloud recording

☐ Add or edit polls

**Save** Cancel

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”.

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

Topic

NDCC Dec GMM & Winter Social

Time

Dec 15, 2025 05:30 PM Eastern Time (US and Canada)

Meeting ID

893 6461 9218


Security


✓ Everyone goes into the waiting room


Registration Link

<https://us02web.zoom.us/meeting/register/goJZ7vAESvmaNcN86sNhxQ>

Add to

 Google Calendar

 Outlook Calendar (.ics)

 Yahoo Calendar

Video

Host

off

Participant

off

Audio

Telephone and Computer Audio

Dial from Canada

Options

Allow participants to join anytime

Mute participants upon entry

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”.

Details

Registration

Email Settings

Branding

Polls/Quizzes

Live Streaming

Manage Registrants

Registrants: 0

[Import from CSV](#) | [View](#)

Registration Options

Automatically Approved

✕ [Send an email to host](#)

✕ [Close registration after meeting date](#)

✓ [Allow registrants to join from multiple devices](#)

✓ [Show social share buttons on registration page](#)

✓ [Show join info on registration confirmation page](#)

[Edit](#)

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).

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

☒ Show join info on registration confirmation page ?

Save All Cancel

Default

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

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](#)

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".

## 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)                        |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Address              | <input type="checkbox"/>            |
| <input type="checkbox"/> City                 | <input type="checkbox"/>            |
| <input type="checkbox"/> Country/Region       | <input type="checkbox"/>            |
| <input type="checkbox"/> Zip/Postal Code      | <input type="checkbox"/>            |

[+ Add Question](#) ? [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 (2)

Required (2)



Question 1



Question Type

Short text

Short text

Save

Cancel

+ Add Question ?

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 (2)

Required (2)



What is your Local Number? (ie: 4207)



Question Type

Short text

Short text

Save

Cancel

+ Add Question ?

Save All

Cancel

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).

# Registration

Registration Questions

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

First Name and Email Address required.

Enabled Fields (3)

Required (3)

☒ How are you attending? ☒

Question Type

☒ Single choice

☐ Untitled option 1

☐ Untitled option 2

+ Add option

+ Add Question ?

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 (3)

Required (3)

☐ in person

☐ on zoom

☐ not sure

+ Add option

Save

Cancel

+ Add Question ?

Save All

Cancel

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

## Registration

Registration Questions

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

First Name and Email Address required.

Enabled Fields (5)

Required (5)

☐ Number of Employees

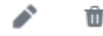
☐

☐ Questions & Comments

☐

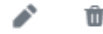
☒ What is your Local Number? (ie: 4207) >

☒



☒ How are you attending? >

☒



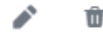
☒ Are you a Delegate or a Guest? >

☒



☒ Please note any dietary restrictions below... ▾

☒



+ Add Question ?

Save All

Cancel

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.

## NDCC Dec GMM & Winter Social

Date & Time Dec 15, 2025 05:30 PM in [America/Toronto](#)

### Meeting Registration

First Name \*

Tracy

Last Name \*

Kennedy

Email Address \*

ndcupecsecretary@gmail.com

What is your Local Number? (ie: 4207) \*

4207

How are you attending? \*

in person

Are you a Delegate or a Guest? \*

Delegate

Do you have any dietary restrictions? (If yes, we will reach out to you) \*

No

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

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  
Approved: 24

Import from CSV | Edit

Registration Options

Manually Approve

✓

 Send an email to host

✓

 Close registration after meeting date

✗

 Allow registrants to join from multiple devices

✗

 Show social share buttons on registration page

Edit

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

**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**

Tracy Kennedy, PhD - Recording Secretary

