

Zoom: Setting Up Meetings with Registration & Questions

**Niagara District CUPE Council
Education Committee**

Tracy Kennedy, PhD

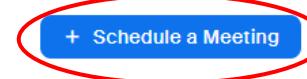
Recording Secretary



PERSONAL

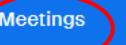
Meetings

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[Upcoming](#)[Previous](#)[Personal Room](#)[Meeting Templates](#)[Polls/Quizzes](#)[Meeting Agendas](#) 11-26-2025 to 02-26-2026  + Schedule a Meeting

Home

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Meetings 

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Webinars Plus

Events

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Tasks

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

When

Duration hr min

Time Zone

Recurring meeting

Invitees

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 646 679 1812

Template

Whiteboard Add Whiteboard

Save **Cancel**

[Back to Meetings](#)

Schedule Meeting

Topic

+ Add Description

When

Duration hr min

Time Zone

Recurring meeting

Required

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 646 679 1812

Template

Whiteboard Add Whiteboard

Docs Add Docs

Surveys

Workflows **NEW**

Recordings & Transcripts

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 (i)

Automatically start meeting questions

Automatically start meeting summary

Meeting summary template

[Change default summary template ↗](#)

Meeting chat

Enable Continuous Meeting Chat (i)

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

[Dial from Canada](#) 

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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.

Audio

Telephone Computer Audio Both

Dial from Canada 

Options 

Options 

Allow participants to join anytime Mute participants upon entry

Automatically record meeting

Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

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

Options 

Allow participants to join anytime Mute participants upon entry

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Meeting summary Meeting cloud recording Add or edit polls

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

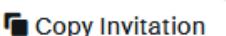
Security ✓ Everyone goes into the waiting room

Registration Link <https://us02web.zoom.us/meeting/register/goJZ7vAESvmaNcN86sNhQ> Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Video Host off

Participant off

Audio Telephone and Computer Audio
Dial from CanadaOptions Allow participants to join anytime

Mute participants upon entry Start Copy Invitation Edit Delete

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)

Last Name

Address

City

Country/Region

Zip/Postal Code

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

[Save All](#) [Cancel](#)

Registration

Registration Questions

1 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

Registration

Registration Questions

1 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

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

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

First Name and Email Address required.

Enabled Fields (5)

Number of Employees

Required (5)

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 <input checked="" type="checkbox"/> Send an email to host <input checked="" type="checkbox"/> Close registration after meeting date <input type="checkbox"/> Allow registrants to join from multiple devices <input type="checkbox"/> 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)
<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	
<input type="checkbox"/> Registrants	Email Address	Registration Date
No pending approval registrants		
<input type="button" value="Close"/>		

Approved example:

Registrant Details	
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

