# How to Set Up a Registration-Controlled Zoom Meeting

It is easy to invite people to a Zoom meeting; simply send them an invitation link. For example, I'll email a Zoom link to a group of about 10 people, all known, for our Book Lovers SIG.

But what if you have a presentation, such as our Theodore Talks, that may reach a hundred people or more? In this case you might want to consider requiring people to register to attend the presentation.

This document will guide you on how to set up the registration process for a Zoom meeting. By doing so you will know in advance how many might attend the meeting, their names and email addresses, as well as their Mensa chapter and from where they will be attending.

First, know that registration is not available for organizations using a free (Basic) Zoom account. One must have a license for the Pro version, which allows up to 100 participants per meeting, and meetings that can last longer than 40 minutes. Mid-America Mensa was able to use funding provided by our RVC to purchase a Pro license.

To schedule a meeting, log in to your Zoom account. Begin by selecting Schedule a Meeting.
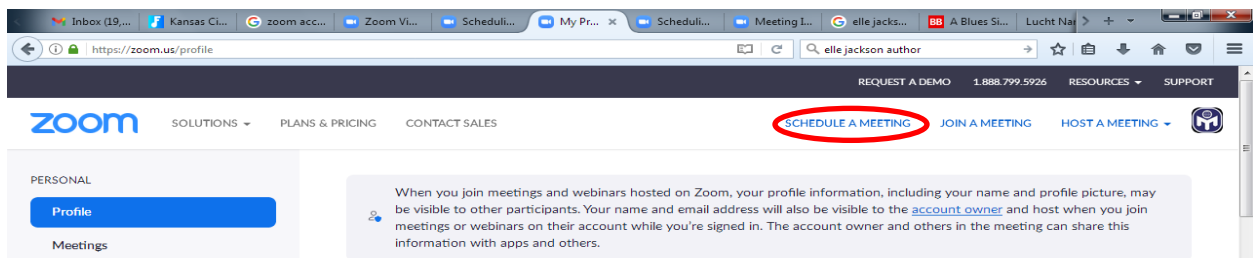
Enter the meeting title and description. Select a date and time for your presentation, as well as the duration. The key here is to make sure the Registration box is selected.

Other options to select include automatically generating a meeting ID along with Passcode.   Selecting Waiting Room will not allow an attendee to enter the presentation until approved by the meeting host.

If you select Require Authentication to Join, the person registering for the meeting must have a Zoom account associated with the email they are using to register. This can be a free account.
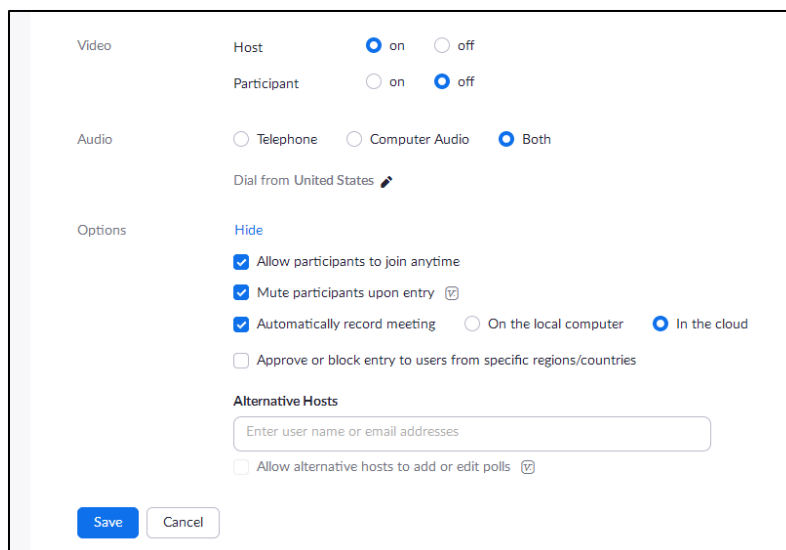
Selecting Video on for Host will allow you to greet your audience and introduce your speaker before transferring screen control. Participants should not have their video enabled.


Allow your attendees to listen to the presentation using either their phone or device.

Select Show Options to mute participants by default as they join the call. I also like to record the presentation, making it available for viewing at a later date for those that missed the live presentation.
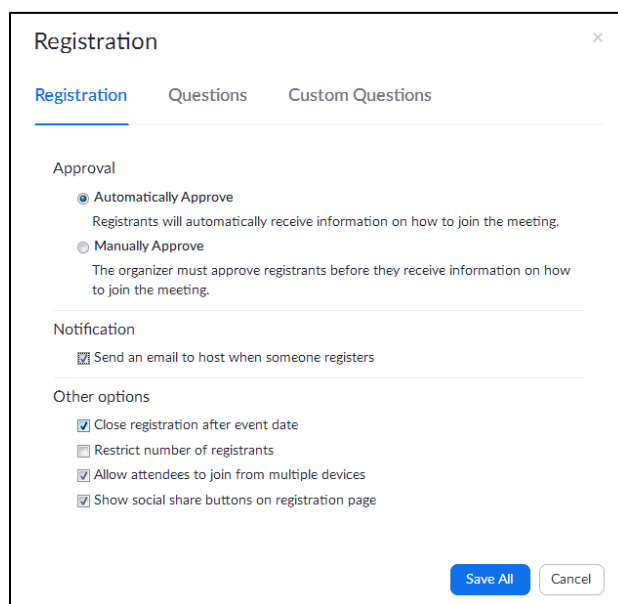

Select Save. This will expand the meeting screen to make available Registration Options.
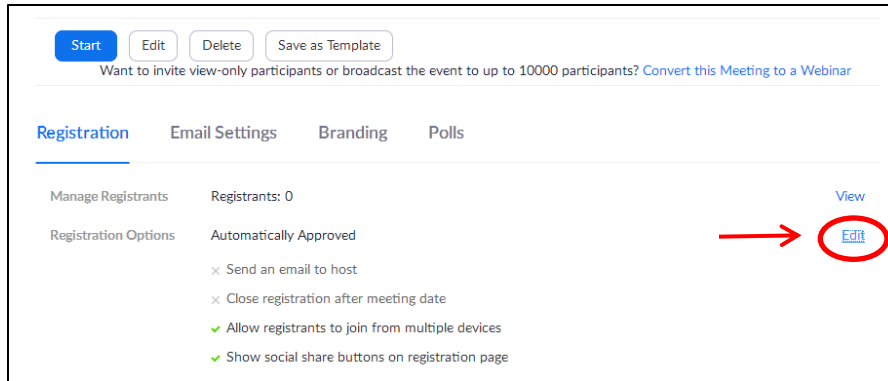
Select Edit. A popup screen will appear.

Here you are given the option to automatically approve registration, or require manual approval by the meeting administrator. As organizer I like to be notified by email when someone registers for the presentation.

Next select the Questions tab. A new popup screen will appear, containing a list of questions you can require the applicant to answer as part of the meeting registration process.

By default the applicant must provide a first name and email address. In this example I have also Last Name, City and State. There are numerous other questions that can be added to the registration application.

Finally, select Custom Questions. Use this to create your own question that will appear on the registration form. Anticipating members joining from several different regions, I have asked that the applicant provide their Mensa Chapter.

Select Create, then Save All. You will be returned to the meeting setup screen, where there are a few additional options you can use.

Email Settings allows you to choose the email address registrants will use if they have any questions.

Select Confirmation Email to inform the applicant that their meeting registration has been accepted. You can preview what this email will look like.

Although it is not necessary, you can also customize your invitation page, registration page, and email invitation to the meeting by including a logo. In this case I am using the Mensa logo.
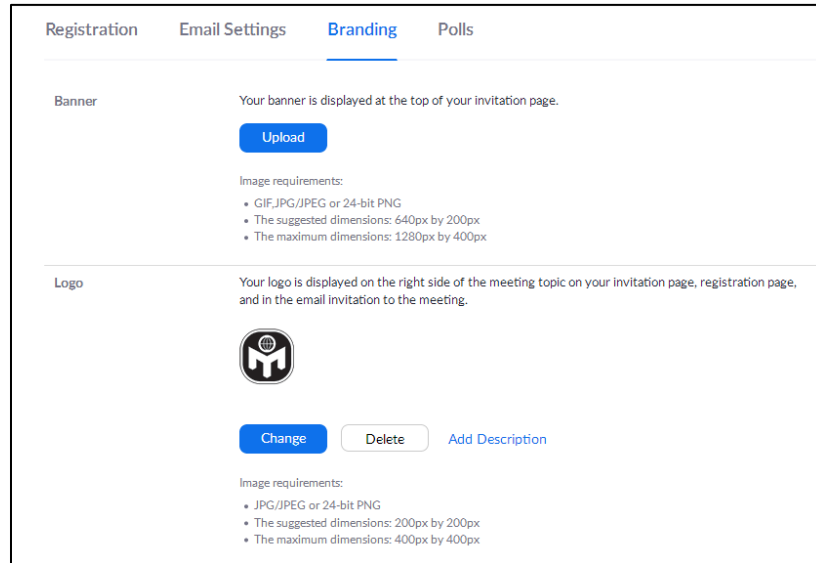
That's it! You're done!

Scroll back up the meeting setup page until you see the Registration Link.
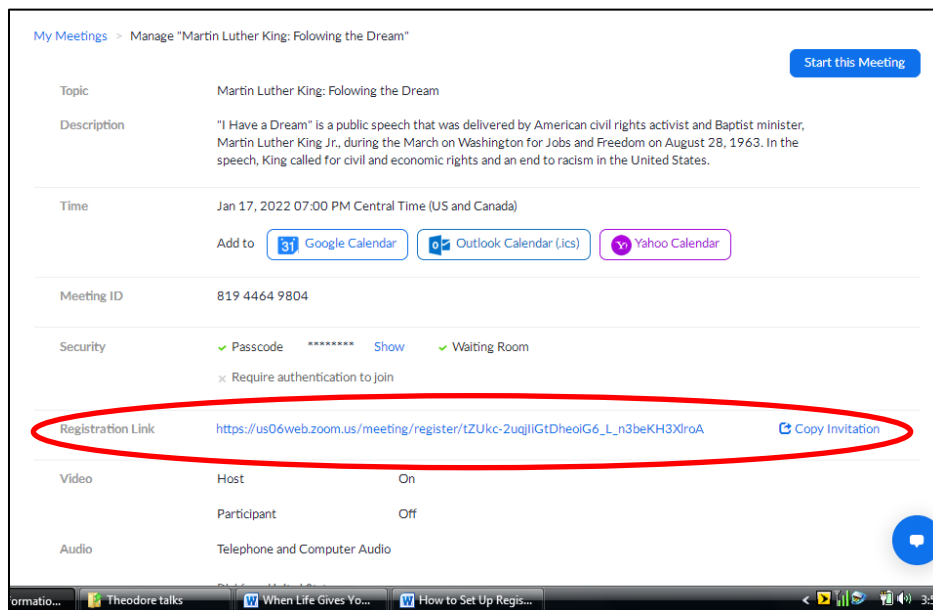
Click on the link itself to see what the meeting invitation will look like. A new web page will appear, showing you how the registration page will appear to the applicant. They are presented with the required question fields.

Upon clicking on the Registration button an email will be sent to the applicant with the meeting summary, along with instructions on how to join the meeting.

Congratulations. You have successfully completed setting up a Zoom meeting registration!