# How to Guides

## Create Recurring Registration Zoom Links | Send Reminder Emails | Publicise Your Events

**Video Guide** [11mins] showing how to:

- Create one Zoom registration link for multiple events
- Edit the events (time/date)
- Add more events to the same link
- Send out a reminder email to anyone registered
- Brief look at branding your event
- Create a short link for the Zoom registration for publicity/broadcast messages.

Written guide with screenshots: How to Send Reminder Emails to Zoom Registrations - on the Cloud, slow to load.

More zoom advice can be found in the Tech Section of the Toolkit.

## Publicise your events:

Movement Calendar on the TeamUp app - see what's happening across XRUK and beyond!

View the Calendar

Got an action, event or announcement to bring to the calendar?

✍ Fill in the M&M Comms Requests form

Publicise your own events across XRUK and XRGlobal - Video Coming Soon!

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