Creating Zoom events which require registration

If you're planning to hold and advertise a meeting on Zoom **please ensure that the meeting is set up securely** to avoid unexpected guests.

See guidelines below on how to set up a recurring registration Zoom link or watch the support video for advice on how to:

- Create one Zoom registration link for multiple events,
- Edit the events (time/date),
- Add more events to the same link,
- Add a description for your event and brand it with an image and logo.
- Create a short link for your Zoom registration link to add to your publicity.
- Publicise your events across XRUK and XRGlobal.

To create a Zoom link which requires registration:

1. Sign in to your Zoom account using a web browser: https://zoom.us
2. In the navigation menu, click Meetings.
3. Click Schedule a Meeting or edit an existing meeting.
4. In the Registration section, select the Required checkbox.
5. Click Save.

After scheduling the meeting, the Registration, Email Settings, and Branding tabs will appear.

To create a recurring Zoom link so you can use one Zoom link for multiple events:

How to video

1. Sign in to the Zoom desktop client or via a browser: https://zoom.us
2. On the Home tab, click Schedule. This will open a new window.
3. Below the Time Zone option, select the check box next to Recurring Meeting.
4. Edit the following recurrence options:

- Recurrence: Choose to have this repeat Daily, Weekly, or Monthly.

- **Note:** Scheduling a No Fixed Time recurring meeting must be done through a web browser.
- Repeat every: Choose how often the meeting should repeat, such as every 2 days, every 3 weeks, every 6 months. The Weekly recurrence option will also provide the ability to select which days of the week to repeat on.
- End date: Choose when to end the recurring meeting series. Choose 'By' to select the date for the recurring series to end, or 'After X occurrences' to choose how many recurrences in the series to create.

5. Edit other meeting options as needed.
6. Click Save

Extra info: click here
