Easy Zoom Webinar FAQ

Restrict Registrants

- Click the webinar title
- Under Invitations > Approval, click edit

Invite Attendees	Webinar Size: 500 attendees	Copy Invitation Send Invitation to Me
	Registration Link https://us02web.zoom.us/webinar/register/WN_6DXKL6wpRECly7A5AnFH…	
	Source Tracking Link ⓘ +Add	
	You have not yet created any source tracking links	
Approval	Automatically Approve	Edit
Options	✓ Close registration after event date	
	✓ Allow attendees to join from multiple devices	
	✓ Show social share buttons on registration page	

- Under Registration > Other options > Check "Restrict number of registrants"

Registration   ✕

Registration   Questions   Custom Questions

Registration
☑ Required

Approval
⦿ Automatically Approve
  Registrants will automatically receive information on how to join the webinar.
◯ Manually Approve
  The organizer must approve registrants before they receive information on how to join the webinar.

Notification
☐ Send an email to host when someone registers

Other options
☑ Close registration after event date
☐ Restrict number of registrants
☑ Allow attendees to join from multiple devices
☑ Show social share buttons on registration page

Tracking Pixel
Tracking pixels are little 1x1 pixel images that allow you to keep track of how many users visit your website or see your advertisement.

Add to registration page (Optional)
Example: https://www.trackingpixelprovider.com/1.gif

Add to registration successful page (Optional)
Example: https://www.trackingpixelprovider.com/2.gif

Save All   Cancel

- When you check, a box will appear where you can input the number you'd like you to restrict to.

View or Remove Attendees Pre-Event

Click the webinar title
Under Invitations, click "view" under manage attendees:

This is what you should see:

From there you can remove registrants by selecting their name and clicking "cancel registration," or resend someone their confirmation email.

Manually Add Registrants

Two ways:

First way: To manually one or two registrants at a time, input them one by one via the registration link found under Invitations:

If you want to add several names at a time, it may be faster to import a CSV file, making sure the columns go in the order of Email Address, First Name, Last Name

Hide Panelists

Alright, found something that could work for you to save the guest reveals. So what you want to do is:

- When you set up the webinar, select "enable practice session,"
- That way, when you start the webinar, you'll enter in "practice mode" and see a orange bar at the top for when you're ready to officially start.
- Then, when the panelists are in, hover over their name, click "more" and "put on hold."

This will remove them from view: Here's before they're put on hold:
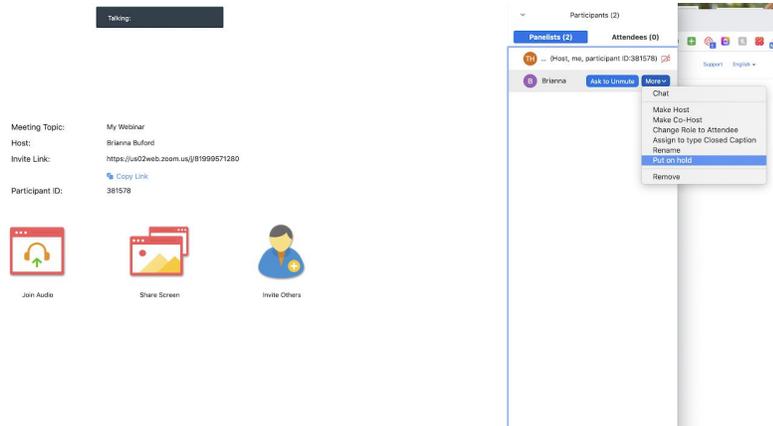
After they're put "on hold" -- see how they're out of view?
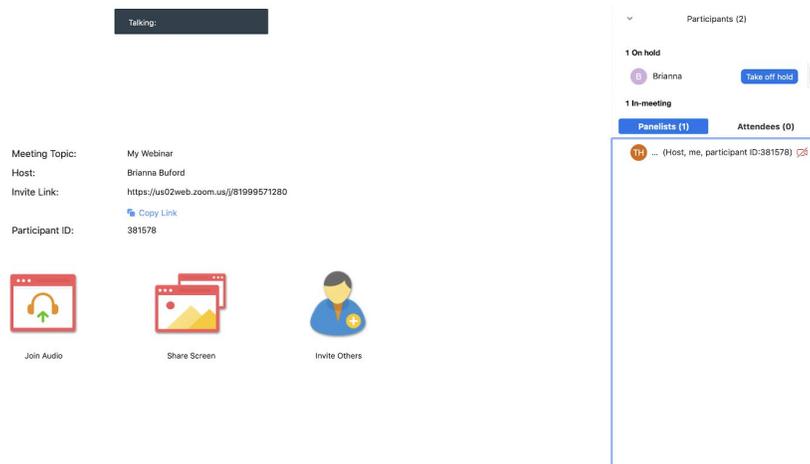
More Settings

In the chat window. You have to have at least one additional participant inside to see the "more"
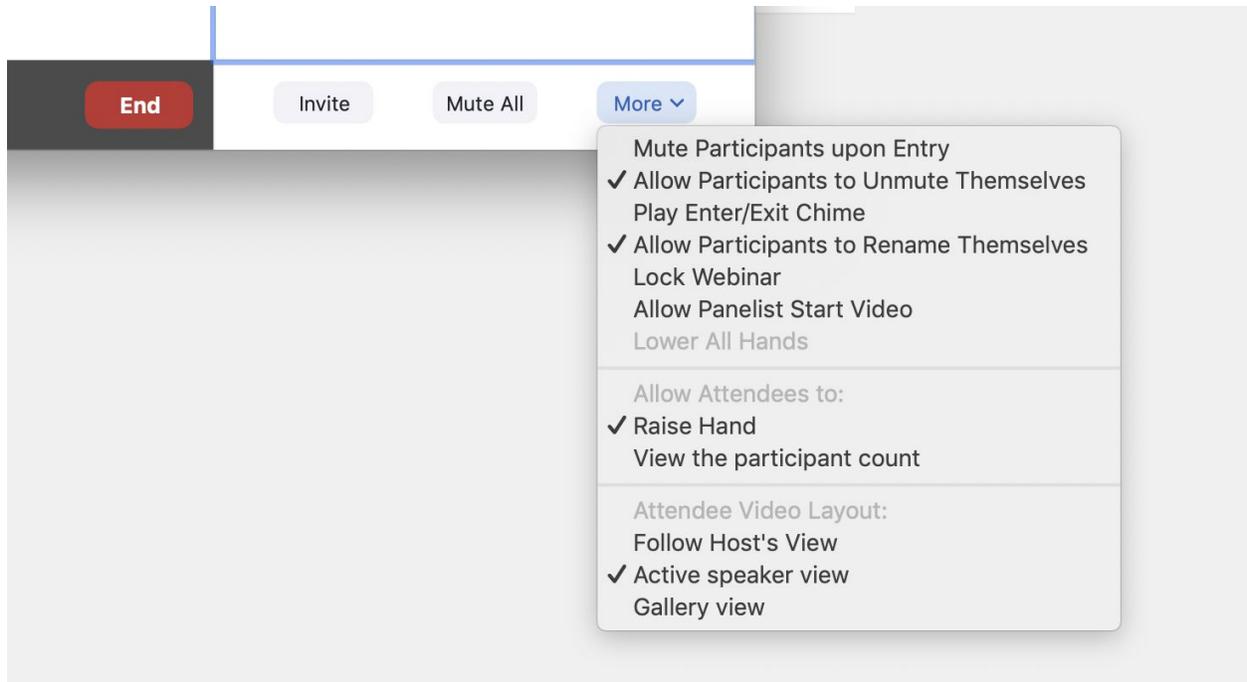
You can select and deselect the settings that make sense for you.

One thing you should select is to follow host's view or follow active speaker view, that way everyone's window is not showing all the time.

Active speaker is the one where the person talking is showing (so make sure non-speakers have their mics OFF with this one selected)
Host view has everyone looking at the screen the way the host is viewing.

Disable Chat

This is in the regular account setting section, under "In Meeting (Basic)"

To disable chat, ou want to deselect "Allow meeting participants to send a message visible to all participants"

You also might want to disable private chat as well.

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)
By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat
Allow meeting participants to send a message visible to all participants

◯ Prevent participants from saving chat

Private chat
Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves

File transfer
Hosts and participants can send files through the in-meeting chat.

☑ Only allow specified file types
   .pdf ✏️

Sharing a Video via PowerPoint:

To add a video to a slide:

- Upload the video to YouTube or grab the YouTube link.
- Insert video into a blank slide -- Insert > Video > Online Movie
- Paste the video link
- Expand the video frame to full screen

To describe how it would work during the event -- say the video was on slide 5.

- Slide 4 - "Countdown"
- Click
- Slide 5 - Video thumbnail shows fullscreen
- Click
- Video plays fullscreen
- Click
- Video stops and **automatically** moves to slide 6 (so be mindful of what the next slide is. Perhaps make it BLANK for safety)

If you need to pause/stop the video <u>before</u> moving to the next slide:

With your mouse, you can pause/play/scrub the video forward like any normal video.
BUT,
If you start using your mouse to hit pause etc, your keyboard and the left/right key will also start acting as "play/pause" instead of "move forward."
SO,
To move to the next slide after you've paused the video, hit the Enter/Return key.
ALSO,
If you need to pause, the first time you pause needs to be done with the mouse. If you click it'll move to the next slide.

It's a bit confusing. Let me know if you want to practice ahead of time.

Record the Webinar

Before the webinar begins:

When scheduling, under webinar options, check "record the webinar automatically and choose "on the local computer" or "in the cloud"

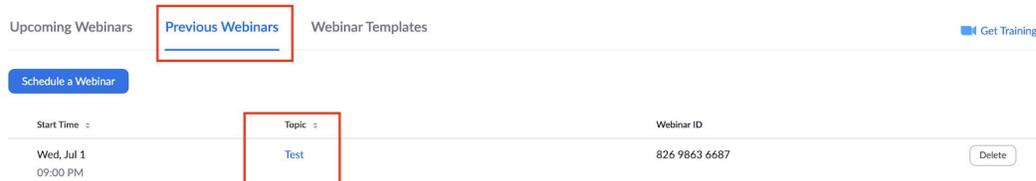| Webinar Options	
	☑ Q&A
	☐ Enable Practice Session
	☐ Only authenticated users can join
	☑ Record the webinar automatically ◉ On the local computer ○ In the cloud

After the webinar begins:
Hit "record" in the bottom black bar.

If you run out of space, you can move a recording to the trash and it'll stay in your Zoom account for 30 days.
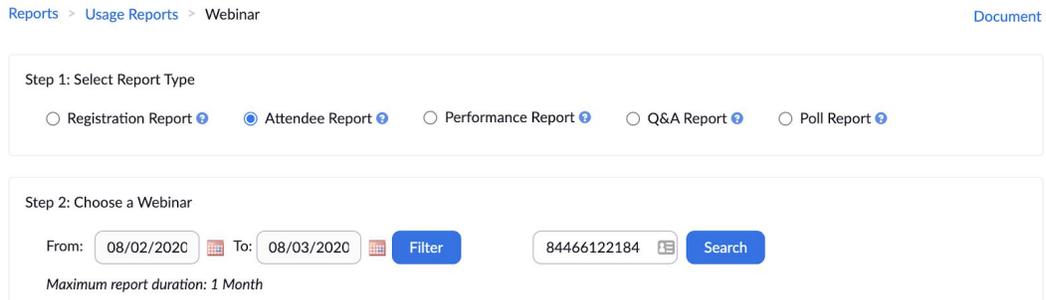
View Post-Registration Reports

Under Webinars, go to "Previous Webinars," and select the webinar name

Upcoming Webinars	**Previous Webinars**	Webinar Templates		📹 Get Training

Schedule a Webinar

Start Time ⇅	Topic ⇅	Webinar ID	
Wed, Jul 1 09:00 PM	Test	826 9863 6687	Delete

At the bottom of the first page, click "view attendee report:

Manage Attendees	Registrants: 137 Automatically Approved		View attendee report

Then, select which type of report you want to look at:

Reports > Usage Reports > Webinar   Document

Step 1: Select Report Type

○ Registration Report ❓   ● Attendee Report ❓   ○ Performance Report ❓   ○ Q&A Report ❓   ○ Poll Report ❓

Step 2: Choose a Webinar

From: 08/02/2020 📅 To: 08/03/2020 📅 **Filter**   84466122184 📇 **Search**

Maximum report duration: 1 Month

- Registration Report: list of ALL registrants whether they attended or not. This is the more comprehensive one with info on registration, attendance and other feedback such as how long they were inside the session. Brianna like this one the best because it includes registrants AND attendees, and you can just filter from there.
- Attendee Report: details about each attendee.
- Performance Report: Spreadsheet with number registered, attendance, and percentage
- Q&A Report: Self-explanatory but displays all the questions and answers from the webinar.
- Poll Report: all the poll results