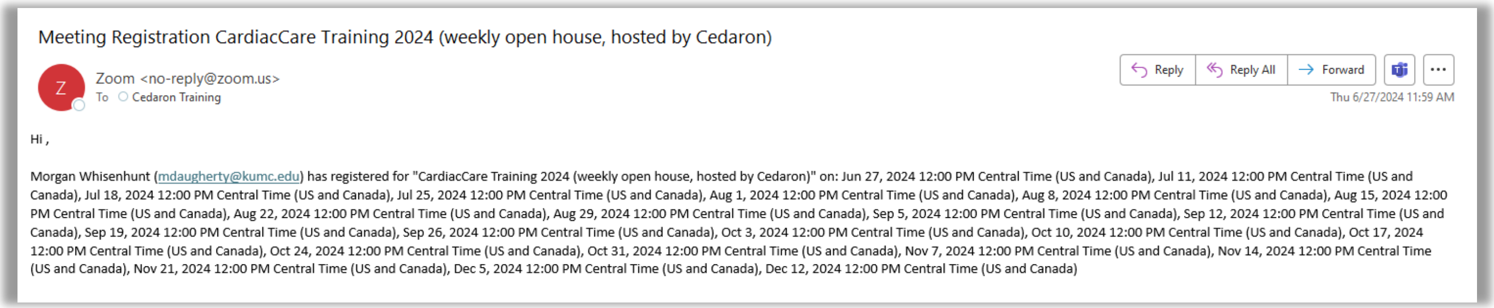
How to Approve Registrations in Zoom

Customers are now required to register for Thursday's weekly CardiacCare/Cento sessions. This document explains how to approve registrations in Zoom before and during the meeting.

Step 1:

You will receive an email in the Cedaron Training inbox stating that someone has registered for the open-house CardiacCare training. It will look like the image below.


Meeting Registration CardiacCare Training 2024 (weekly open house, hosted by Cedaron)

Zoom <no-reply@zoom.us>
To Cedaron Training

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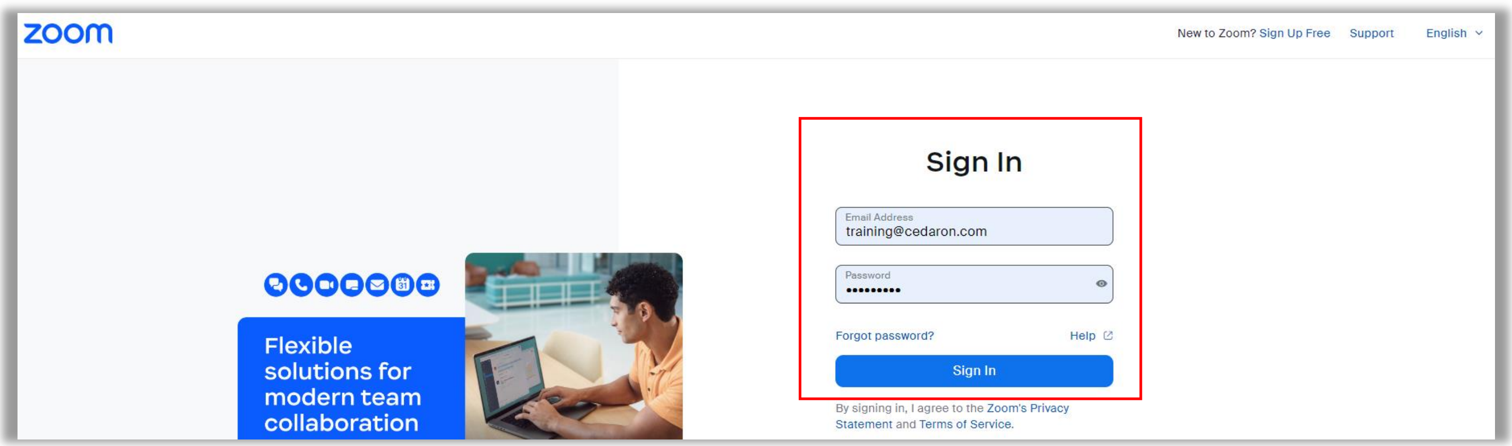
Thu 6/27/2024 11:59 AM

Hi ,

Morgan Whisenhunt (mdaugherty@kumc.edu) has registered for "CardiacCare Training 2024 (weekly open house, hosted by Cedaron)" on: Jun 27, 2024 12:00 PM Central Time (US and Canada), Jul 11, 2024 12:00 PM Central Time (US and Canada), Jul 18, 2024 12:00 PM Central Time (US and Canada), Jul 25, 2024 12:00 PM Central Time (US and Canada), Aug 1, 2024 12:00 PM Central Time (US and Canada), Aug 8, 2024 12:00 PM Central Time (US and Canada), Aug 15, 2024 12:00 PM Central Time (US and Canada), Aug 22, 2024 12:00 PM Central Time (US and Canada), Aug 29, 2024 12:00 PM Central Time (US and Canada), Sep 5, 2024 12:00 PM Central Time (US and Canada), Sep 12, 2024 12:00 PM Central Time (US and Canada), Sep 19, 2024 12:00 PM Central Time (US and Canada), Sep 26, 2024 12:00 PM Central Time (US and Canada), Oct 3, 2024 12:00 PM Central Time (US and Canada), Oct 10, 2024 12:00 PM Central Time (US and Canada), Oct 17, 2024 12:00 PM Central Time (US and Canada), Oct 24, 2024 12:00 PM Central Time (US and Canada), Oct 31, 2024 12:00 PM Central Time (US and Canada), Nov 7, 2024 12:00 PM Central Time (US and Canada), Nov 14, 2024 12:00 PM Central Time (US and Canada), Nov 21, 2024 12:00 PM Central Time (US and Canada), Dec 5, 2024 12:00 PM Central Time (US and Canada), Dec 12, 2024 12:00 PM Central Time (US and Canada)

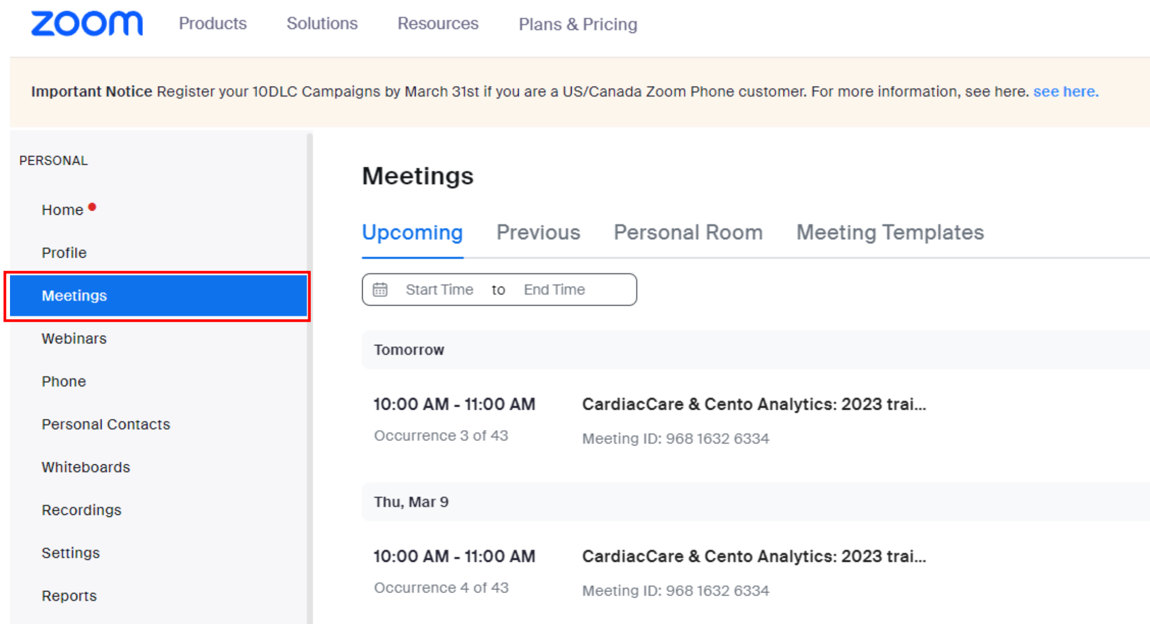
Step 2:

Sign in to the training@cedaron account on Zoom.



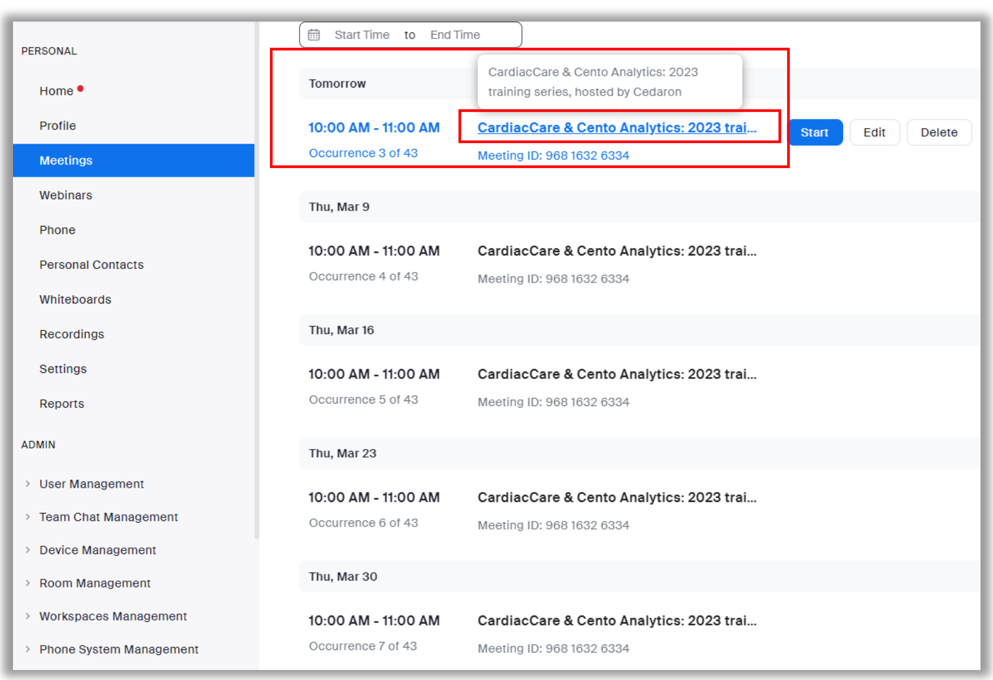
Step 3:

Select Meetings on the left-hand side of the page.



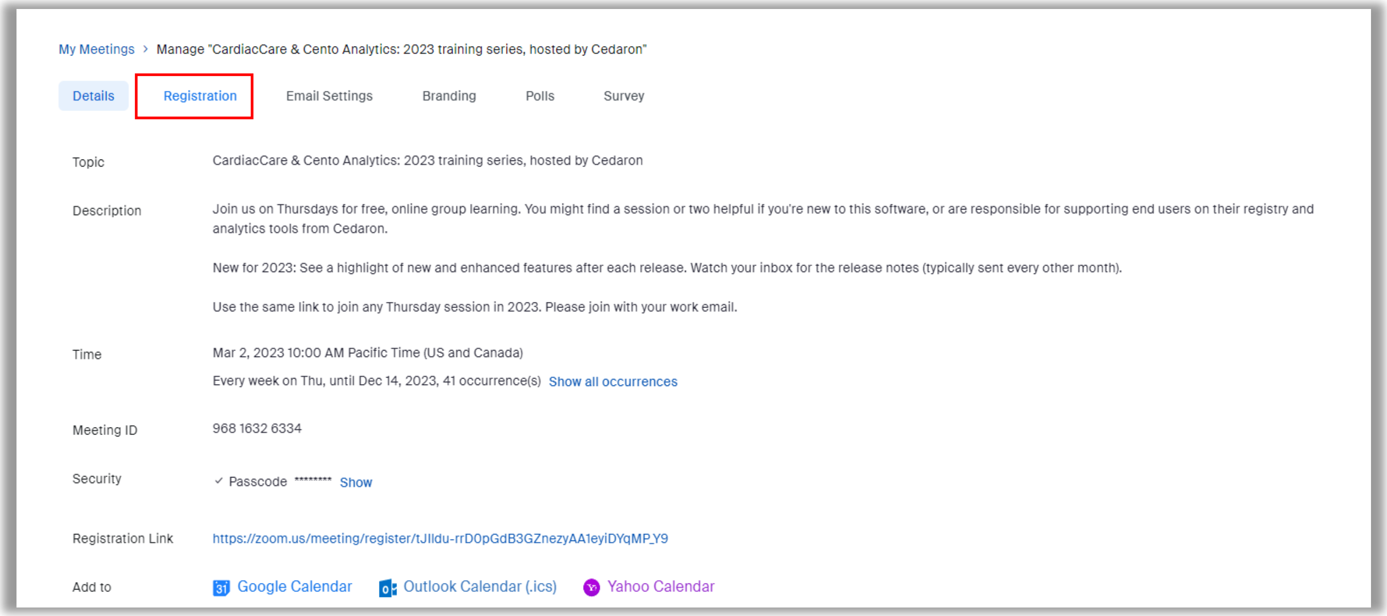
Step 4:

Select the **meeting title** for which you would like to approve registrations. The example below shows the meeting for tomorrow has been selected. When you hover over it, the title will be highlighted blue with a line underneath it. (Do not select Start, Edit, or Delete.)



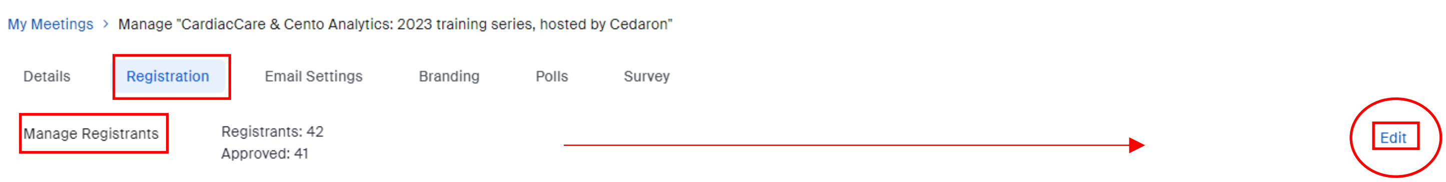
Step 5:

After selecting the meeting title, you will be directed to this page, where you can choose **Registration**.



Step 6:

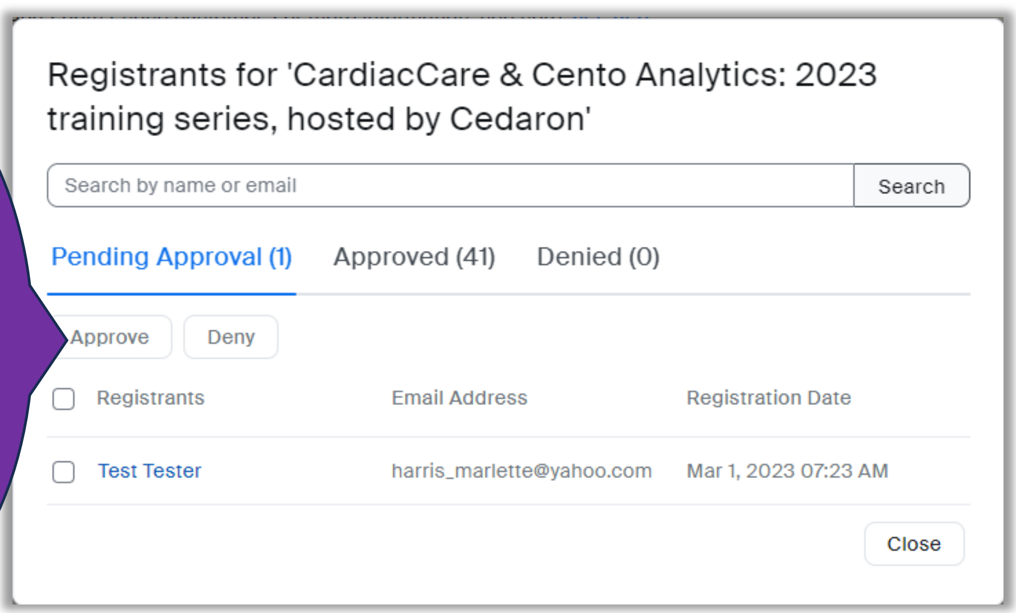
On the Registration page, to the right of **Manage Registrants,** you will select **Edit.**



Step 7:

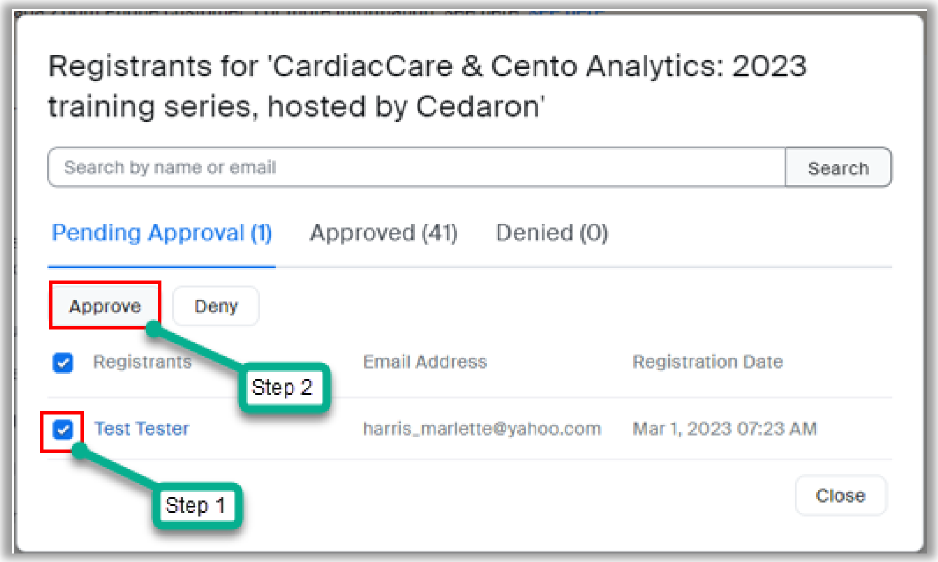
The approval box will then pop up on the screen, allowing you to approve users. This box will also show the number of users pending approval and the number of approved and denied users.

Note- You will need to check registrants during the meeting, as some customers will register after the meeting has started.



Step 8:

After verifying the user in Salesforce, you can select the box to the left of the name you want to approve. A white check will appear next to the name. Once the user is verified in Salesforce, you can select **Approve**.



Once approved, Zoom will automatically send them confirmation with a personal link to join the meeting.

If you want more information, please view a short video snippet explaining how this is done. After watching the video, return to the document using the back arrow.