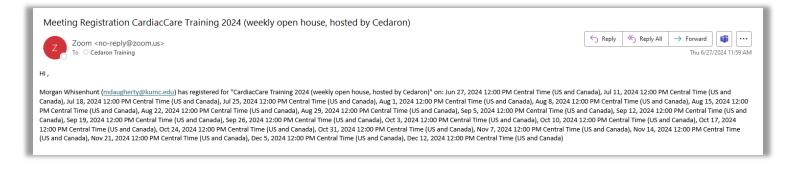


How to Approve Registrations in Zoom

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.



Step 2:

Sign in to the training@cedaron account on Zoom.

zoom				New to Zoom? Sign Up Free	Support	English V
		[
			Sign In			
00			training@cedaron.com Password			
solu	kible utions for dern team		Forgot password? Help 🕑			
	aboration		By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.			



Step 3:

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

zoom	Products Solu	tions Resources Plar	ns & Pricing
Important Notice Re	gister your 10DLC Ca	mpaigns by March 31st if you are	a US/Canada Zoom Phone customer. For more information, see here. see here.
PERSONAL		Meetings	
Home •			
Profile		Upcoming Previo	ous Personal Room Meeting Templates
Meetings		🛱 Start Time to End	1 Time
Webinars		Tomorrow	
Phone			
Personal Contacts		10:00 AM - 11:00 AM Occurrence 3 of 43	CardiacCare & Cento Analytics: 2023 trai Meeting ID: 968 1632 6334
Whiteboards			
Recordings		Thu, Mar 9	
Settings		10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai
Reports		Occurrence 4 of 43	Meeting ID: 968 1632 6334

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.)

PERSONAL	🛗 Start Time to End Ti	ime	
Home •	Tomorrow	CardiacCare & Cento Analytics: 2023 training series, hosted by Cedaron	
Profile	10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai	Start Edit Delete
Meetings	Occurrence 3 of 43	Meeting ID: 968 1632 6334	
Webinars	Thu, Mar 9		
Phone	10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai	
Personal Contacts	Occurrence 4 of 43	Meeting ID: 968 1632 6334	
Whiteboards			
Recordings	Thu, Mar 16		
Settings	10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai	
Reports	Occurrence 5 of 43	Meeting ID: 968 1632 6334	
ADMIN	Thu, Mar 23		
> User Management	,		
> Team Chat Management	10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai	
> Device Management	Occurrence 6 of 43	Meeting ID: 968 1632 6334	
	Thu, Mar 30		
> Room Management			
Workspaces Management	10:00 AM - 11:00 AM	CardiacCare & Cento Analytics: 2023 trai	
> Phone System Management	Occurrence 7 of 43	Meeting ID: 968 1632 6334	



Step 5:

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

My Meetings > Mana	ge "CardiacCare & Cento Analytics: 2023 training series, hosted by Cedaron"					
Details Reg	istration Email Settings Branding Polls Survey					
Торіс	CardiacCare & Cento Analytics: 2023 training series, hosted by Cedaron					
Description	Join us on Thursdays for free, online group learning. You might find a session or two helpful if you're new to this software, or are responsible for supporting end users on their registry and analytics tools from Cedaron.					
	New for 2023: See a highlight of new and enhanced features after each release. Watch your inbox for the release notes (typically sent every other month).					
	Use the same link to join any Thursday session in 2023. Please join with your work email.					
Time	Mar 2, 2023 10:00 AM Pacific Time (US and Canada)					
	Every week on Thu, until Dec 14, 2023, 41 occurrence(s) Show all occurrences					
Meeting ID	968 1632 6334					
Security	✓ Passcode ****** Show					
Registration Link	https://zoom.us/meeting/register/tJIIdu-rrD0pGdB3GZnezyAAteyiDYqMP_Y9					
Add to	🛐 Google Calendar 🛛 👩 Outlook Calendar (.ics) 🛛 🔞 Yahoo Calendar					

Step 6:

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

My Meetings >	Manage "Card	diacCare & Cento Analytics	: 2023 training ser	ries, hosted b	y Cedaron"			
Details	Registration	Email Settings	Branding	Polls	Survey			
Manage Reg	istrants	Registrants: 42 Approved: 41				 	→	Edit

Step 7:

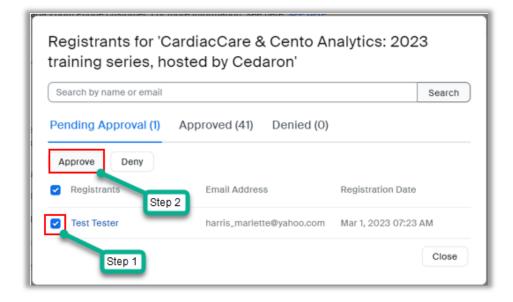
The approval box will then pop up on the screen, allowing you to approve users. This box will also show the number of users pending approval and the number of approved and denied users.

	•	ardiacCare & Cento Ar osted by Cedaron'	alylics. 202	5
ote- You will	Search by name or email			Search
ed to check gistrants ring the	Pending Approval (1)	Approved (41) Denied (0)		
eeting, as	Approve Deny			
ne customers I register after	Registrants	Email Address	Registration Date	
e meeting has rted.	Test Tester	harris_marlette@yahoo.com	Mar 1, 2023 07:23	AM
				Close



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.

