

How to set up a Webinar in Zoom

1. Go to Zoom.us and log in
2. Click on Webinars menu on the left.
3. Select 'Schedule a Webinar'
4. Enter the title and description of the webinar
5. Add Time/Date/Duration
6. Check that the time zone is set to NZ time
7. Unclick 'Require Webinar Password'
8. For Video, select 'On' for Hosts and Panelists
9. For Audio, select 'Computer Audio'
10. For Webinar Options:
 - a. Untick 'Q&A' if you wish. For more information on this feature, see '*How to Engage with your Webinar Audience*'.
 - b. Tick 'Enable Practice Session'
 - c. Tick 'Record Webinar Automatically' and 'In the Cloud'
11. Click 'Schedule'

Invitations

1. Invite Panelists:
 - For 'Invite Panelists', click 'Edit'.
 - Type in name and email address.
 - Click 'Save'.
 - The Panelist link will be sent automatically by email to the panelists.
2. Invite Attendees:
 - For 'Invite Attendees', click on 'Email me the Invitation'.
 - You can then copy the link to send to attendees.

Sending out reminders and follow-up emails

1. If you wish to configure reminder and follow-up emails from Zoom, click on the 'Email Settings' tab next to the 'Invitations' tab.
2. Click 'Edit' next to any that you wish to set up.

Schedule a Webinar with Registration – ([Further Instructions on Zoom Support](#))

1. If you wish your attendees to register for your webinar, select 'Required' next to 'Registration' when setting up the webinar.

- Now, under 'Invite Attendees', the link will be for registration rather than to join the webinar. Copy this link to send out to people you would like to invite. Note that when registering, each person will be sent an individual joining link.
- Click on 'Edit' next to 'Approval Options' for the following options, using the tabs:

Approval

You can select whether to automatically or manually approve each registrant.

Questions

You can select which information registrants must enter when they register.

Custom Questions

You can add additional questions that registrants must answer when they register, for example, their location or the organisation they are from.

Click 'Save all' when you are done.

Tracking URLs – ([Further Instructions on Zoom Support](#))

It is possible to track what source people have registered from e.g. a Facebook link, a link in an email etc.

- Under 'Invite Attendees' select '+Add' next to 'Create different registration link for source tracking'.
- Give each source a name e.g. Facebook, Email etc and press 'Save'. To copy each link to send out, hover over the relevant Tracking URL and you will see a 'Copy URL' button:

Source Name	Tracking URL	Copy the URL
Website	https://zoom.us/webinar/register...	

- Click on 'Copy the URL' and paste it into the email or Facebook post as appropriate.
- After registrations have ended, you can click on the 'Export all' button to get an Excel spreadsheet with all registrants and the source of their registration, plus the answers to all the questions you required them to answer when registering.

Charging for your Webinar

If you wish to charge a fee for your webinar, the instructions are on the Zoom Support website [here](#).