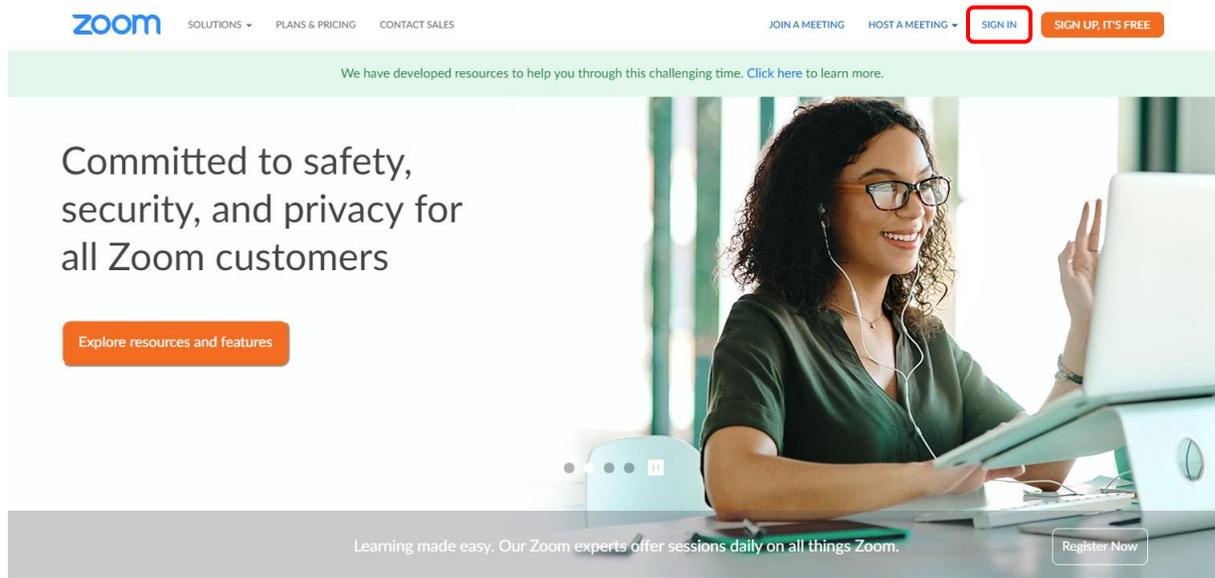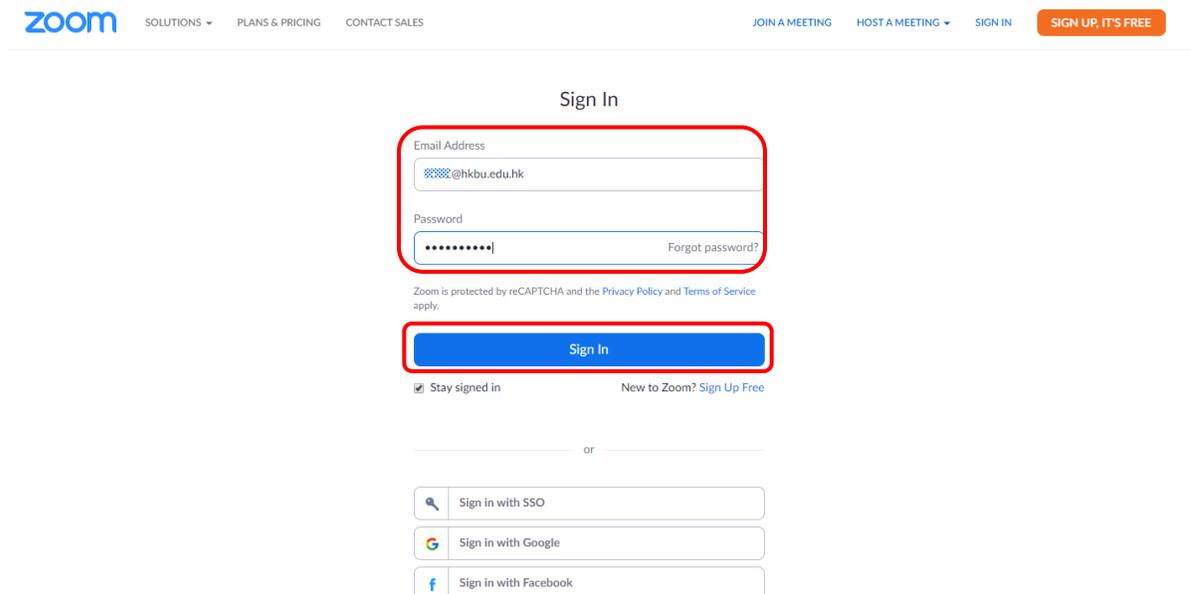# Zoom Webinar Quick Guide

Step 1: Log in to Zoom account

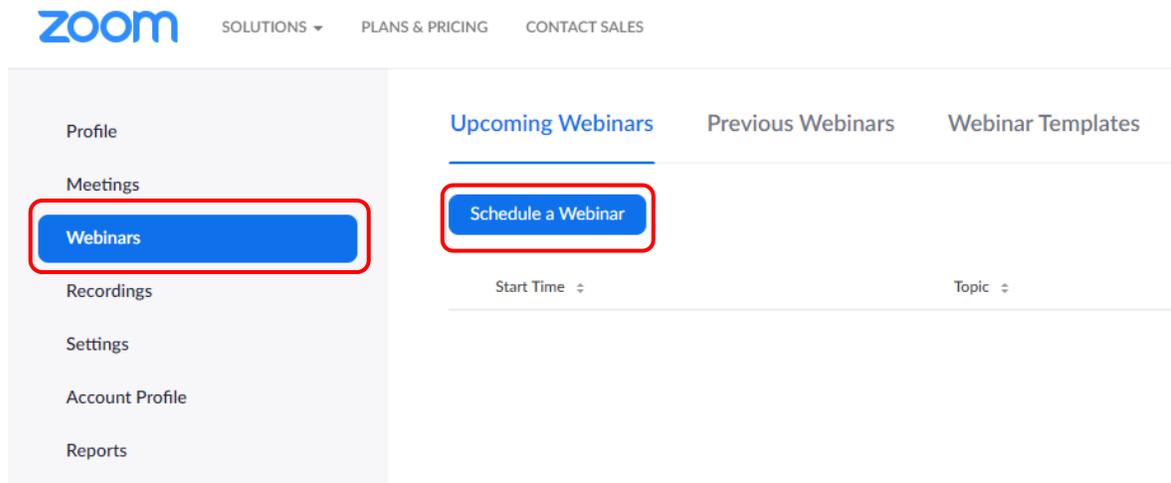1. Sign in zoom at https://zoom.us/

2. Sign in using the Email address and password given to you for webinar use. Then click "**Sign in**".

Step 2: Schedule a webinar

1. Choose "**Webinars**" at the left hand column then choose "**Schedule a Webinar**".

2. Input the Webinar details (**Topic, Date, Time, Duration**).
   Choose "**(GMT+8:00) Hong Kong**" for the Time Zone.
   Check the box "**Required**" for Registration.

3. Continue the settings with the webinar.
Choose video "**On**" for both Host and Panelists.
For audio, you can choose different Dial-in country by clicking "**Edit**".
(Important : must be checked)

| Video | Host | ● On ○ Off |
| | Panelists | ● On ○ Off |

| Audio | ○ Telephone ○ Computer Audio ● Telephone and Computer Audio ○ 3rd Party Audio |
| | Dial from United States of America Edit |

Check the box next to "**Hong Kong, China**", and remove "**United States of America**".
Then click "**Save**".

Select Global Dial-in Countries/Regions   ✕

Dial-in numbers for the selected countries/regions will be listed in the email invitation

Q Search for a country/region   Selected Countries/Regions(2)

                                       Adjust the order that the dial-in numbers appear in
                                       the email invitation

☐ Estonia
☐ Finland   ⠿ United States of America   ✕
☐ France
☐ Georgia   ⠿ Hong Kong, China
☐ Germany
☐ Greece
☑ Hong Kong, China
☐ Hungary
☐ Ireland
☐ Israel

                                       Default dial-in country/region ⓘ   United States
                                                                            of America

                                                            Save   Cancel

4. Continue the settings with the webinar.
Uncheck the box near "**Q&A**" and check the box near "**Record the webinar automatically on the local computer**".
After finishing all the settings, choose "**Schedule**".

| Audio | ○ Telephone ○ Computer Audio ● Both |
| | Dial from Hong Kong, China Edit |

Webinar Options	☐ Q&A
	☑ Enable Practice Session
	☐ Only authenticated users can join
	☑ Record the webinar automatically on the local computer

| Alternative Hosts | Example: mary@company.com, peter@school.edu |

only @hkbu.edu.hk can be granted as co-host

Schedule   Cancel

5. The Webinar is successfully scheduled after you see the Webinar information page.
You can change the Webinar settings by choosing "**Edit this Webinar**" at any time.

Topic	Test Webinar
Time	May 22, 2020 02:00 PM Hong Kong
	Add to 31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Webinar ID	975-4279-8424
Webinar Password	******** Show
Video	Host Off
	Panelists Off
Audio	Telephone and Computer Audio
	Dial from Hong Kong, China
Webinar Options	✕ Q&A
	✕ Enable Practice Session
	✕ Only authenticated users can join
	✔ Record the webinar automatically on the local computer

Save this Webinar as a Template   Edit this Webinar   Start this Webinar

6. Scroll down the Webinar information page, you can find the **Registration URL**.
This URL is the Registration page for participants to sign up.
The next session will teach you how to modify the Registration page for the webinar.

Invitations   Email Settings   Branding   Polls   Integration   Live Streaming

Invite Panelists	No panelists invited	Edit
Invite Attendees	Webinar Size: 500 attendees	Copy the invitation Email me the invitation
	Registration URL https://zoom.us/webinar/register/WN_tBNy37EOQkK4ef0uGIGkPQ	
	Create different registration link for source tracking ❔ + Add	
	You have not yet created any source tracking URLs	
Approval	Automatically Approve	Edit
Options	✔ Close registration after event date	
	✔ Allow attendees to join from multiple devices	
	✔ Show social share buttons on registration page	
Manage Attendees	Registrants: 0 Automatically Approved	Import from CSV | View

4

Step 3: Modify the Registration page of the Webinar

1. Under the Invitations tab, choose "**Edit**" for Approval Options.

| Invitations | Email Settings | Branding | Polls | Integration | Live Streaming |

| **Invite Panelists** | No panelists invited | | Edit |

Invite Attendees	Webinar Size: 500 attendees	Copy the invitation Email me the invitation
	Registration URL
	https://zoom.us/webinar/register/WN_tBNy37EOQkK4ef0uGlGkPQ
	Create different registration link for source tracking ❓ + Add
	You have not yet created any source tracking URLs

Approval Options	Automatically Approve	Edit
	✔ Close registration after event date
	✔ Allow attendees to join from multiple devices
	✔ Show social share buttons on registration page

| **Manage Attendees** | Registrants: 0 | Import from CSV \| View |
| | Automatically Approved |

2. Uncheck the box near "**Allow attendees to join from multiple devices**" and "**Show social share buttons on registration page**".

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

3. Click "**Custom Questions**", then click "**New Question**".

4. Choose "**Single Answer**" and check the box "**Required**".
Choose "**Dropdown list**" and input "**I am a …**" for the Question.
Click "Add another answer" and input "**Student/Parent/Teacher/Others**" for the Answer.
Click "**Create**" after finished

5. Continue to create questions by clicking "**New Question**".

6. Choose "**Short Answer**" and uncheck the box "**Required**".
Input "**School name"** for the Question and click "**Create**" after finished.

Type	≡ Short Answer ▼
Required	☐
Question	School name

Create   Cancel

7. Continue to create new question.
Choose "**Short Answer**" and uncheck the box "**Required**".
Input "**Contact number"** for the Question and click "**Create**" after finished.

Type	≡ Short Answer ▼
Required	☐
Question	Contact number

Create   Cancel

8. Continue to create new question.
Choose "**Short Answer**" and uncheck the box "**Required**".
Input "**Questions(s) for the speaker(s)"** for the Question and click "**Create**" after finished.

Type	≡ Short Answer ▼
Required	☐
Question	Questions(s) for the speaker(s)

Create   Cancel

9. You can view all the Custom Questions you have created.
Choose "**Save All**" when you have finished the settings.

Registration   ✕

Registration   Questions   **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	I am a ...	☑	Delete
2	School name	☐	Delete
3	Contact number	☐	Delete
4	Questions(s) for the speaker(s)	☐	Delete

New Question

Save All   Cancel

10. You can view the Registration page by clicking the Registration URL.
The next session will teach you how to modify the Email settings.

Webinar Registration

Topic	Test Webinar
Time	May 22, 2020 02:00 PM in Hong Kong

* Required information

First Name *
Attendee

Last Name *
2

Email Address *
testing2@hkbu.edu.hk

Confirm Email Address *
testing2@hkbu.edu.hk

I am a ... *
Choose One...

School name

Contact number

Questions(s) for the speaker(s)

Register

Step 4: Modify the Email Settings of the Webinar

1. Under the Email Settings tab, click "**Edit**" near Email Contact. You can choose "**Send me a preview email**" to check the email content before sending to the participants.

2. Change the Name to "**JUPAS Virtual Consultation Days**" and click "**Save**".

3. You can choose "**Send me a preview email**" to check the email content after finished.

Step 5: View the attendees of the Webinar

1. Under the Invitations tab, you can always choose "**View**" under Manage Attendees to view the registrants of your webinar.

2. You can check the box near their name and choose "**Resend Confirmation Email**" when necessary.