Registration for virtual health visits

Purpose

Scheduling a virtual health visit requiring registration can provide confirmation that a participant plans to attend their virtual health visit. The organizer of the virtual health visit will be able to see a list of registrants and know who to expect. Registration may be most helpful for group virtual health visits.

Registration also allows participants to receive automated scheduling updates via email from Zoom.

Requirements

- Use the **web browser** version of Zoom to schedule a virtual health visit with registration.
    o The **desktop application** does not include this option.

Schedule the virtual health visit with registration required

1. Follow steps 1-4 to schedule the virtual health visit.
2. Tick the **Required** box in the Registration section.

Registration   ☑ Required

3. Click **Save** when all virtual health visit meeting details are completed.
4. Click **Outlook Calendar (.ics)** to download a pre-populated Outlook calendar event.

My Meetings > Manage "Virtual Health Visit"

Topic	Virtual Health Visit
Time	Nov 4, 2020 09:00 AM Vancouver
Add to	Outlook Calendar (.ics) Yahoo Calendar

5. A file will begin downloading. Click the file when it is done downloading. An Outlook calendar event will open.
6. Click **Save & Close** to add the event to your calendar.

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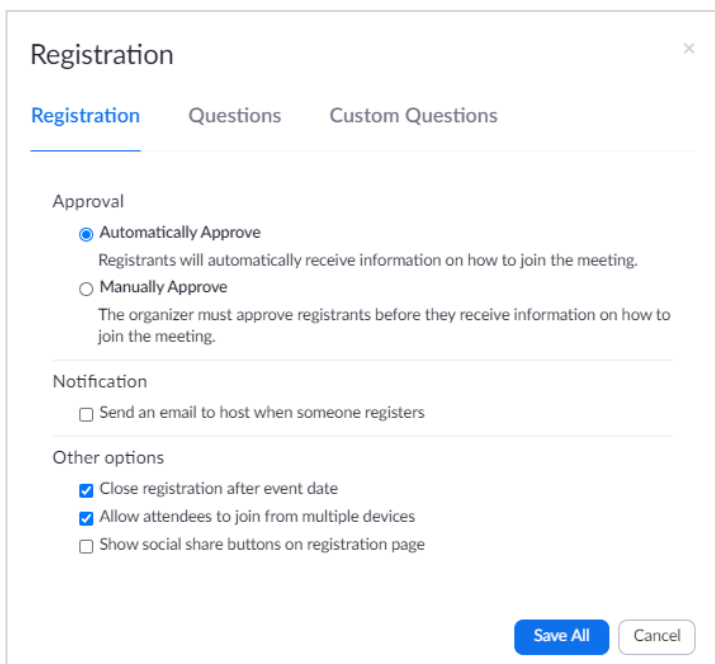
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Set up registration requirements

1. On the web browser, scroll down to **Registration** section.
2. Click **Edit** next to Registration Options.
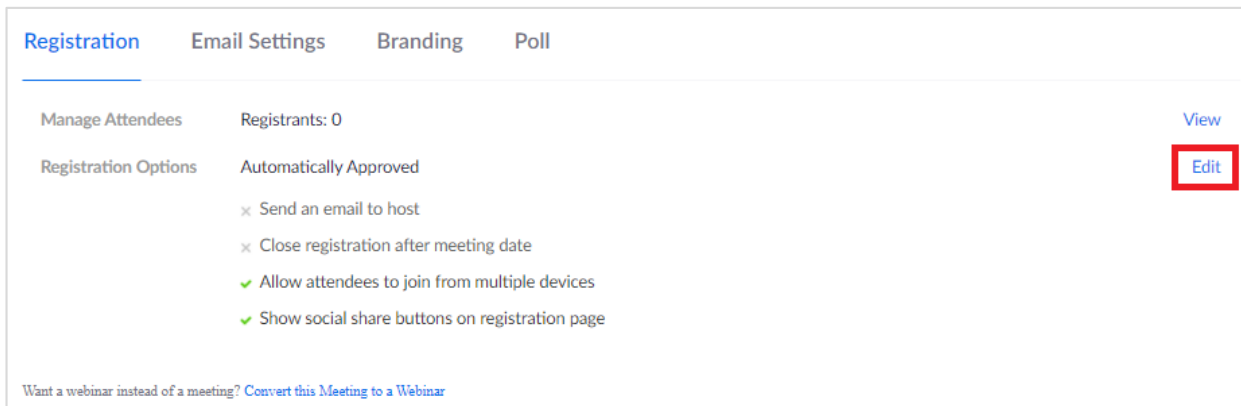
3. Adjust the **registration settings** to your preference. We recommend the following:

4. Click the **Questions tab** to modify registration questions.
   - **For 1:1 visits:** We recommend leaving the questions as is, i.e. the participant is required to provide their first and last name and email address.
   - **For group visits:** Consider making 'Last Name' not required as the name entered displays on the Participants list during the visit. The meeting host can change a participant's name if required. Other details collected on the registration form can only be seen by the host.
5. Click the **Custom Questions tab** to create your own registration questions, if required.
6. Click **Save All.**

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Invite participants to register for the virtual health visit

1. Scroll back up to the **Registration Link**.
2. Click **Copy Invitation** and then **Copy Meeting Invitation.**

Registration Link   https://phsa.zoom.us/meeting/register/u5MucOqtrzMuHtSpBQTuJM7TiQn9uqXyubYp   ⤴ Copy Invitation

Copy Meeting Invitation ✕

Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Nov 4, 2020 01:00 PM Vancouver

Register in advance for this meeting:
https://phsa.zoom.us/meeting/register/u5EvduysqTooHtFAEvS6hnvEmjd08Aeb9na7

After registering, you will receive a confirmation email containing information about joining the meeting.

Copy Meeting Invitation   Cancel

3. Open **Outlook**.
4. Create a **new email message.**
5. **Paste** the meeting invitation into the email.
   Please note, this is not the link to join the virtual health visit. The participant must register for their virtual health visit in order to receive the link to join the visit.
6. Invite participants to register for the virtual health visit:
   - If conducting a **1:1 virtual health visit**, enter the participant's email address in the '**To'** field.
   - If conducting a **group virtual health visit**, enter the participants' email addresses in the '**Bcc'** field to protect privacy.
7. **Send** the email.

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Checking the registration status for the virtual health visit

1. Sign into your Zoom for virtual health visits account on the web browser - https://zoom.us/

2. Click on the **Meetings** tab. Under **Upcoming**, scheduled virtual health visits are listed.

3. Click the name of the visit with registration.

4. Scroll down to **Registration**.

5. The number of attendees registered will appear. Alternatively, click **View** to view the detailed list of registrants.

Registration	Email Settings	Branding	Poll	
Manage Attendees	Registrants: 0			View
Registration Options	Automatically Approved			Edit
	✕ Send an email to host			
	✕ Close registration after meeting date			
	✔ Allow attendees to join from multiple devices			
	✔ Show social share buttons on registration page			

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