Setting up Meetings and Participant Registration

Require attendee registration for your meetings in Event Center, Meeting Center, and Training Center.

**Event Center**

1. Under **Host an Event**, click **Schedule an Event**.
2. In the Basic Information section, make sure that for the **Registration** field, the **Required** box is checked.
3. Click **Create Invitation List**. Fill out details to include all people invited to the Event Center Meeting.
4. Select Yes for **Approval Required**.
5. Select Yes for **Registration ID Required**.
6. Fill in other Event details as desired.

**Meeting Center**

1. Under **Host a Meeting**, click **Schedule a Meeting**.
2. Click **Advanced Scheduler**.
3. In the section 5 Registration, select the button for Require attendee registration.

4. Fill in other Meeting details as desired.

**Training Center**

1. Under Host a Session, click Schedule a Training.
2. Make sure the Require attendee registration checkbox is checked.
3. Fill in other Training session details as desired.