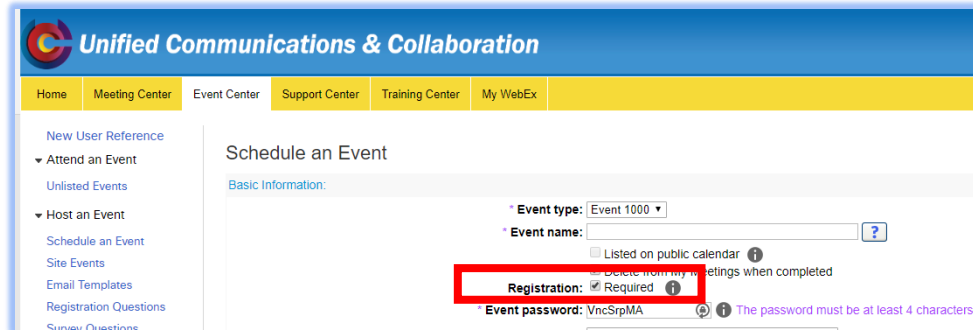


Setting up Meetings and Participant Registration

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

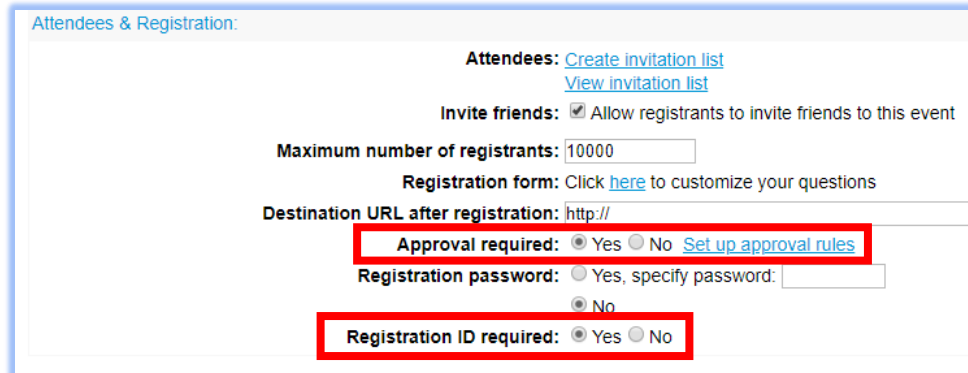
Event Center

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.



The screenshot shows the 'Schedule an Event' page in the 'Unified Communications & Collaboration' interface. The 'Basic Information' section is visible, with the 'Registration' field highlighted by a red box. The 'Registration' field has a checked 'Required' checkbox. Other fields include 'Event type' (Event 1000), 'Event name', 'Listed on public calendar', and 'Event password' (VncSrpMA).

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*.



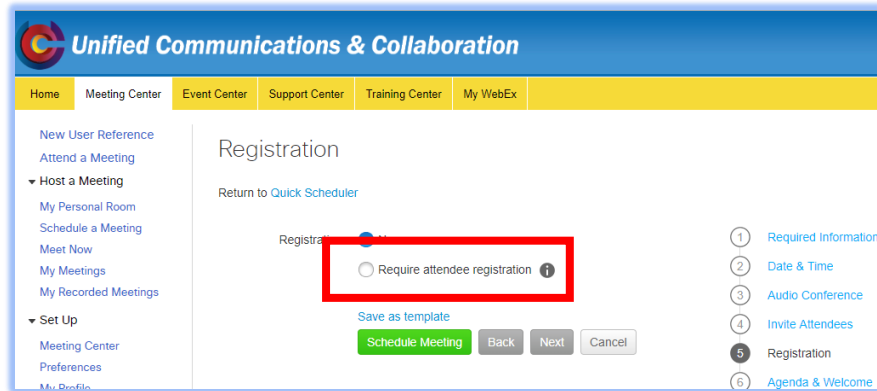
The screenshot shows the 'Attendees & Registration' page. The 'Approval required' field is highlighted with a red box, showing 'Yes' selected. The 'Registration ID required' field is also highlighted with a red box, showing 'Yes' selected. Other fields include 'Attendees' (Create invitation list, View invitation list), 'Invite friends' (Allow registrants to invite friends to this event), 'Maximum number of registrants' (10000), 'Registration form' (Click here to customize your questions), and 'Destination URL after registration' (http://).

6. Fill in other Event details as desired.

Meeting Center

1. Under *Host a Meeting*, click *Schedule a Meeting*.
2. Click *Advanced Scheduler*.

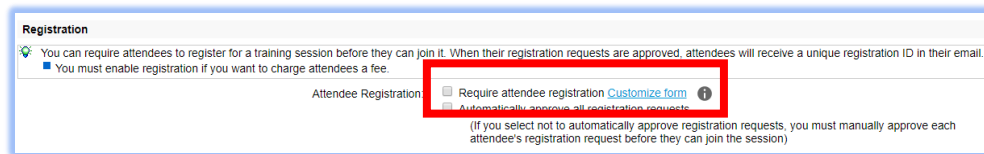
3. In the section *5 Registration*, select the button for *Require attendee registration*.



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.