

## How to Use the ZOOM Registration Feature

Updated 2-2021

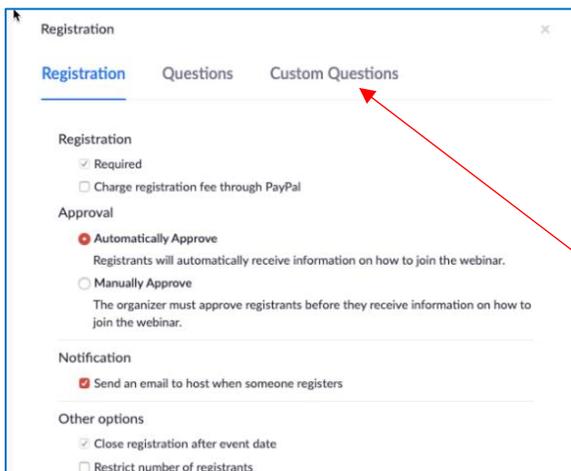
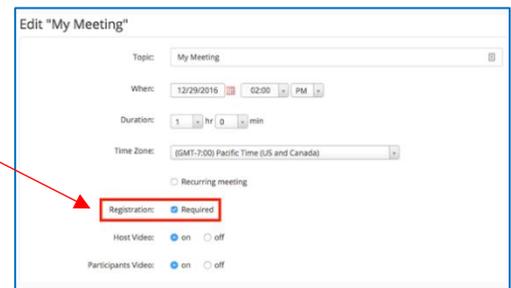
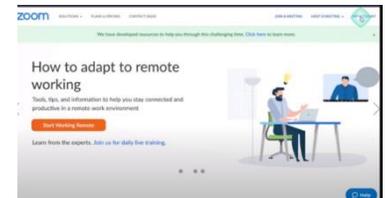
As an alternative to face-to-face training, your organization may be offering training using the Zoom platform. Training offered via Zoom or other remote delivery options is still considered to be in-person training (listed on the Growing Futures calendar as “classroom”) and must comply with the requirements for training delivery including the following:

- Attendees must be present for the entire event
- No partial credit can be awarded to attendees who miss any portion of the event
- Attendance must be taken for each session of the training event, and a verifiable attendance sheet must be sent to the Registry at the close of the event

The free Zoom Basic account is not acceptable for training delivery. It only allows 40-minutes per session and Growing Futures approved training must be at least one (1) hour in length. Also, the free account may not provide the attendance tools you need to supply verified attendance documentation to the Registry after your session.

**1. Consider scheduling your Zoom meeting to require registration.** This will allow participants to register with their e-mail and name so that you have a list of participants from which you will be able to track attendance.

- Sign into your Zoom account
- On the navigation menu, click “Meetings”
- Click “Schedule a New Meeting”
- In the Registration section, select the “Required” check box

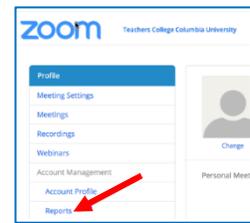


**2. Customize your registration to require that people give you their Growing Futures ID# when they register.**

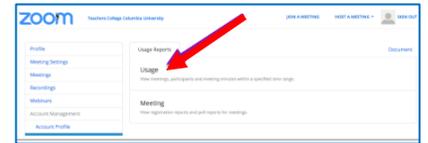
- Click on the Registration tab.
- In the Registration options, click “edit.”
- Click on the “Custom Questions” tab and set a question that **requires attendees to give you their Growing Futures Registry ID # as part of registration**. This will make it much easier for you to accurately track and report attendance.

3. **View and manage the event attendance list.** To see who is registered and attended your event, login to your Zoom account.

- Click “Reports”
- Click “Usage”
- Enter the date range for the event and click “Search”
- Open the correct event

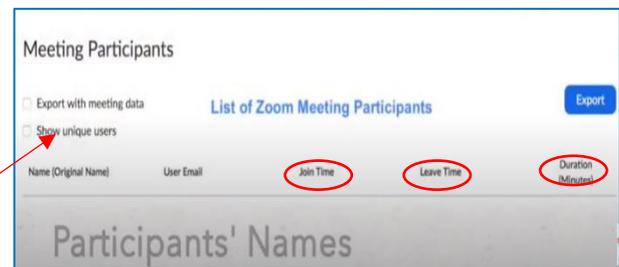


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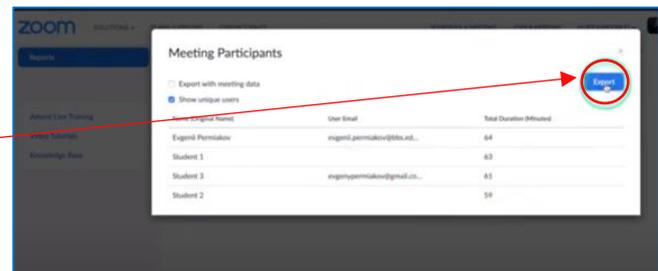


4. Scroll to the right of the screen to see a “Participants” column. In the column, you’ll see a blue number. Click on the blue number.

5. The participant list for the event will open. For each attendee, you will see their join time, leave time, and the total amount of time they stayed in the event. Click “Show unique users” to eliminate multiple entry times for one person who may have simply lost connection and had to log back into the event.



As an approved training sponsor, you are required to send your attendance sheet(s) to the Growing Futures Registry as verification. To do this from Zoom, you will need to export the attendance list to an Excel file.



Click “Export” to make an Excel file. Save the Excel file, naming the file with the title of your event and the date(s) the event was delivered to clearly identify it. Make sure your sponsor organization name and contact are also on the Excel spreadsheet. **Email this Excel file to the Registry within seven (7) days of the close of the event.**

6. Open your event in the Growing Futures Registry and use the Zoom participant list to reconcile your roster. Be sure the person to whom you award credit is the correct person by using the Growing Futures Registry ID# to find and identify them. Once you’ve awarded all eligible attendees clock hours for attendance, remember to close the event.

**NOTE: You can only award credit for completing the training to attendees whose names are on the participant list and who stayed for the entire length of time that the event was approved for.** Your event roster in Growing Futures must match the participant list from Zoom.

**Only attendees who were present for the live event may receive credit.** If you recorded your event, individuals who watch it later on their own time may NOT be awarded credit for attendance. Individuals who attended part of the live event cannot “make up” the rest later.