

# Set up the registration form for an event

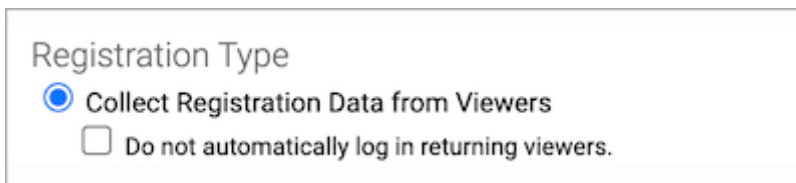
---

The event landing page includes a registration form. You can use the standard registration form questions, or create your own custom questions. You can make the questions optional to answer, or require registrants to answer the questions to complete their registration. The information you collect from registrants is available in event reports.

To learn more about creating custom registration questions, see [Add custom questions to a registration form](#). You can also [allow people to attend an event without registering](#).

## To set up the registration form:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the left panel, click the **Registration** tab.
3. Under Registration Type, select **Collect Registration Data from Viewers** to display the registration form on the event landing page.



Registration Type

☒ Collect Registration Data from Viewers

☐ Do not automatically log in returning viewers.

4. Optional. Select **Do not automatically log in returning viewers** to require returning registrants to enter their email address to join the event.
5. The first four fields are displayed. Under Email, click **More** to display the rest of the standard fields.

**Note:** By default, First Name, Last Name, Company, and Email are included on the form. You can set the name and company fields to required or hide them. Email is required for registration and cannot be hidden.

6. Choose which fields to include (and the information to capture from registrants):
  - Select **Show** to include a field

- Select **Require** to require registrants to complete the field
- Optional. Under Question, change the field label (for example, you could change Email to Email Address).

Standard Registration Questions				
Order	Show	Require	Type	Question
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Name	<input type="text" value="First Name"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last Name	<input type="text" value="Last Name"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Company	<input type="text" value="Company"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email	<input type="text" value="Email"/>
<a href="#">▶ More</a>				

7. To change the order of the fields on the registration form, in the Order column, delete the numbers and enter new numbers.

8. Click **Save and Continue**.

---

Revision #5

Created 3 May 2022 20:19:52

Updated 1 September 2022 12:40:38