

ZOOM Registration Guidelines for SCRWA

1. Select the Register Now button to start the registration process. The user will be directed to the SCRWA Zoom information and form page. **One registration per participant is a must.** Please enter each participants information. The fields which are marked with a red asterisk is a required field. Full Name, Unique Email Address, Phone, Organization/Employer, Job Title and Certification Questions. **Please spell participants Full Name and Organization/Employer. No abbreviations or acronyms.**

The screenshot shows a registration form with the following fields and values:

First Name*	Timothy	Last Name*	Moore
Email Address*	TimothyLmoore71@gmail.com	Confirm Email Address*	TimothyLmoore71@gmail.com
Phone*	8036031554	Organization*	South Carolina Water Association
Job Title*	Workforce Development		
Will a CE Hours Certificate need to be issued?*	Yes	IF YES, Please verify the email address for the certificate if different from registration email.*	timesternall@gmail.com

Below the form is a "Questions & Comments" text area, a "Required information" section with a green checkmark and "I'm not a robot" text, and a blue "Register" button.

2. Enter the CAPTCHA Code, then verify that you are not a robot. Then click Register button.

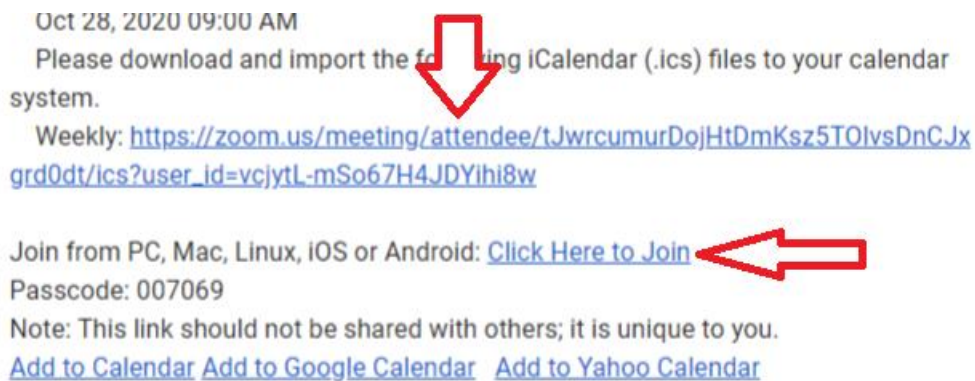
Captcha Code

The screenshot shows a CAPTCHA code input field with the text "pass" entered. Below the input field is a CAPTCHA image displaying the code "gdh2kf" in a stylized font, with a refresh icon and a speaker icon.

- The Registration Confirmation screen will display immediately.



- A Registration email will also be sent to the email address entered in the registration form. Contained in the email is a link to update the participants calendar. The .ics file will work with Microsoft Outlook, Apple and Google Calendar. The email also contains the “One Click Join” link when the meeting needs to be attended. **Once again, please note that the Join Link sent is unique and not to be shared.**



- Please see the Zoom Tutorial document for instructions on how to continue joining SCRWA’s On-Line Training.