

Virtual Event Registration: Using EveryAction Events



Caution: only follow the directions in this article if you've **already shared a Zoom meeting registration form with other people**. If you've got a new event, [use an EveryAction Event Signup Form to capture registration](#), as the sync also works the other way.

If you've already shared publicly the link to a zoom meeting registration form, assuming you [followed the proper protocol for setting up your Zoom meeting](#), it will have language informing registrants that they are opting in to emails from Audubon. This is important because that's what happens when you link an EveryAction event to a Zoom meeting.

So for these, create events in EveryAction like you would if you were [planning to upload participants](#). Now, on to the integration.

From the EveryAction Help Article

[This EveryAction help article explains how the Zoom integration actually works](#). I recommend reading it, but here's the meat of the matter:

To set up the integration, choose whether you are linking to a **Zoom Meeting** or a **Zoom Webinar**. These are separate integrations, so be sure to choose the correct type for your event (in this case, a Meeting).



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The first time you link to a **Zoom Meeting** you will be prompted to authorize and install the integration. Once you have authorized the link with **Zoom**, you will see a list of your scheduled meetings or webinars. **You will only see stand-alone (i.e. not meeting rooms) one-time (i.e. not recurring) events.**



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After selecting the **Zoom Meeting** to link to your event, the **Event Details** page will reload and the **Zoom Integration** section will display the details of your **Zoom** event with a link to the **Zoom** administration page for that meeting or webinar.



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When you return to link a future meeting or webinar, you will not need to authorize the integration again. As soon as you select **Zoom Integration > Link Meeting** you will immediately see the list of available meetings or webinars.

More Details

You can link to any Zoom meeting that will happen in the future, and in the past up to 30 days. After linking, the magical dæmons of the internet will slither through their tubes and grab your registrants and add them as Completed participants to the event. This process follows virtually the same rules as a bulk upload, meaning:

- It will use email addresses to match registrants to existing EveryAction contacts if it can
- It will change the email subscription status to subscribed (meaning you can send them future emails)