

Registration tab - Registration

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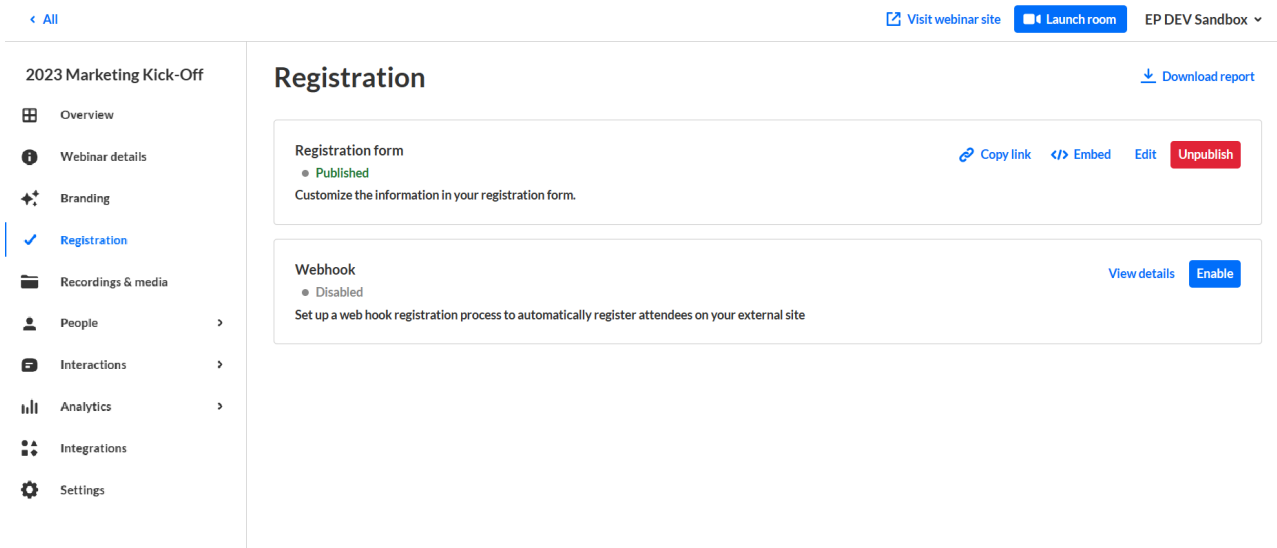
 This article is designated for all users.

About

This article describes how to design the registration form attendees will be required to complete in order to officially register for your webinar, unpublish/re-publish the registration, and enable Webhook.

Design the registration form

1. Navigate to the Registration page; from the site page, click the Registration tab. The Registration page displays.



The screenshot shows the Kaltura Registration page. At the top right, there are buttons for "Visit webinar site", "Launch room", and "EP DEV Sandbox". Below these is a "Download report" link. The main content area is titled "Registration" and contains two sections:

- Registration form**: Status is "Published". It includes a "Copy link" button, "Embed" and "Edit" buttons, and a red "Unpublish" button. Below the status is the text "Customize the information in your registration form."
- Webhook**: Status is "Disabled". It includes a "View details" link and a blue "Enable" button. Below the status is the text "Set up a web hook registration process to automatically register attendees on your external site".





















A left sidebar contains a navigation menu for "2023 Marketing Kick-Off" with items: Overview, Webinar details, Branding, Registration (selected), Recordings & media, People, Interactions, Analytics, Integrations, and Settings.

2. In the Registration form box, click the blue **Edit** button.


The Registration form displays. This is where you customize the registration form attendees will be required to complete in order to officially register for your webinar.

Registration page

Registration > Registration form

Title (required) Register (required)	 
Description We're excited to have you join us. Complete this form to register for the event.	 
⋮ Email (required)	Email  
⋮ First name (required)	Free text  
⋮ Last name (required)	Free text  
⋮ Country (required)	Dropdown  
⋮ State	Free text  
⋮ Job title (required)	Free text  
⋮ Company name (required)	Free text  
⋮ By registering for this event, you confirm that you have read and agree to the Terms and Conditions and to the Privacy Notice . (required)	Checkbox  
+ Add Field	


Following are the edit actions available on the Registration form:

 Certain fields (i.e., First name, Last name, and Email) are required; therefore, they are not editable.

- Edit title - Click the blue edit (pencil) icon next to the title, make your edits, then click **Done**.
- Edit description - Click the blue edit (pencil) icon next to the description, make your edits, then click **Done**.
- Edit a field's display name and whether or not it is a required field - Click the blue edit (pencil) icon next to a field, make your edits, then click **Done**.
- Remove fields - Click the "X" next to a field. The field is returned to the + Add field


list.


- Add fields - Click + **Add field** and choose from a list of available fields.


 If all available fields are added to a section, the + **Add field** button is disabled.

- Manually reorder fields - Grab anywhere on a field and a hand icon displays. Drag the field to the desired spot in the same section or to the desired spot in a different section of the Registration form.

3. Once you are finished editing the Registration form, click **Save**. A notification that the Registration form was updated successfully is displayed.

 The Save button for the Registration form is disabled, and only becomes 'clickable' after at least one edit is made.

 Please be aware that the Registration form is automatically published when you create a webinar. The edits you make to the Registration form will only display to **new** registrants going forward. Information for those who registered before you made the edits to the Registration form, will not be changed.

 If you have integrations enabled on your account, and integrations exist for this webinar, please note that removing or editing fields on the Registration form will impact these integrations. All possible Registration form fields should be mapped to the 3rd party integration. Webinar Managers should be cognizant of fields that are required on the 3rd party integration when removing or editing fields on the Registration form.

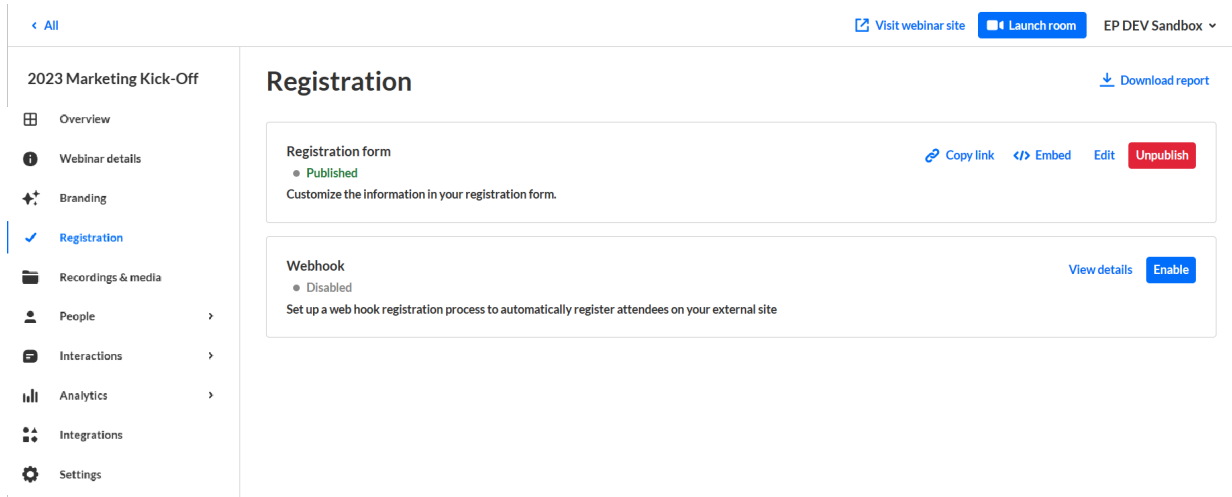
Unpublish/publish registration

The Registration form is automatically published when you create a webinar. You may unpublish registration by clicking the red **Unpublish** button that is now displayed on the Registration page. If unpublished, you may also re-publish the registration by clicking the **Publish** button.

Enable webhook

Kaltura supports webhook registration. Use the following steps to enable webhook registration.

1. Navigate to the Registration page; from the site page, click the Registration tab. The Registration page displays.

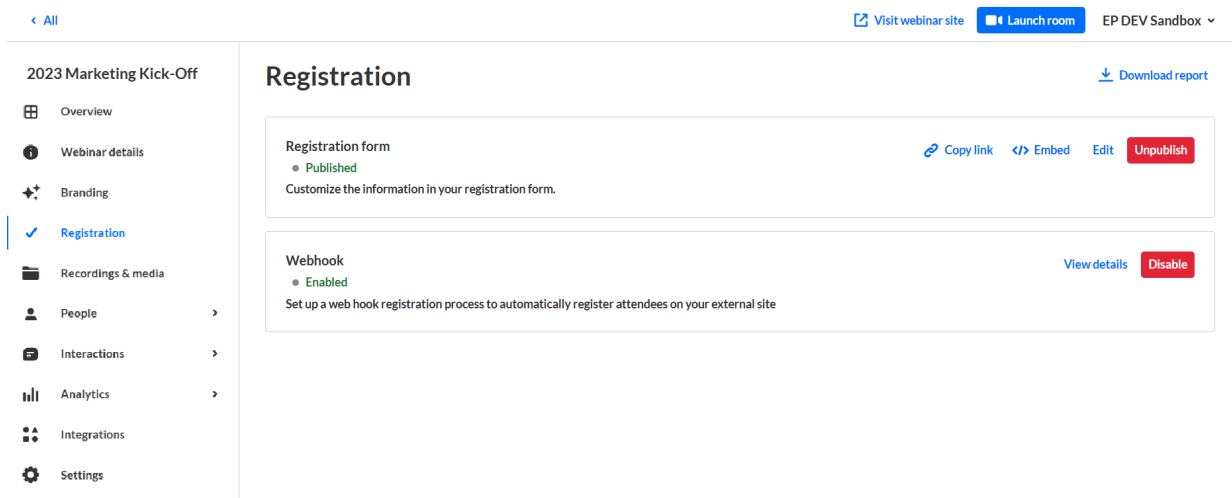


The screenshot shows the Kaltura interface for a webinar titled "2023 Marketing Kick-Off". The left sidebar contains navigation options: Overview, Webinar details, Branding, Registration (highlighted with a blue checkmark), Recordings & media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled "Registration" and includes a "Download report" link. It features two sections: "Registration form" (status: Published) with "Copy link", "Embed", "Edit", and "Unpublish" buttons; and "Webhook" (status: Disabled) with "View details" and "Enable" buttons. The top right corner has links for "Visit webinar site", "Launch room", and "EP DEV Sandbox".

2. In the Webhook box, click the blue **Enable** button.

You receive a message that the webhook has been enabled successfully.

You may disable webhook by clicking on the red **Disable** button that is now displayed in the Webhook box.



This screenshot is identical to the previous one, but the "Webhook" status is now "Enabled". The "Enable" button has been replaced by a red "Disable" button, and the "View details" button remains. All other elements in the interface are the same.

View webhook details

In the Webhook box, click the **View details** button. The Webhook Details page displays.

Webhook



You can register attendees using external forms by sending HTTP POST requests to your webhook URL. Your webhook payload must include a registration key.

Webhook URL

<https://test-e1ef.sites.kaltura.com/api/v1/register>

[Copy URL](#)

Webhook key

A POST parameter must be passed with the following value:

[Regenerate](#)

Form field mapping

Configure your external service using the following keys

Field label	POST parameter	Additional info
Email *	→ <input type="text" value="email"/> string	Email format
First name *	→ <input type="text" value="firstName"/> string	
Last name *	→ <input type="text" value="lastName"/> string	
Job title	→ <input type="text" value="title"/> string	
Company name	→ <input type="text" value="company"/> string	
By registering for this even...	→ <input type="text" value="termscond1"/> boolean	True/False value
City	→ <input type="text" value="city"/> string	
Zip code	→ <input type="text" value="zip"/> string	
Bio	→ <input type="text" value="description"/> string	
Role	→ <input type="text" value="userRole"/> string	
Industry	→ <input type="text" value="industry"/> string	
Read only text	→ <input type="text" value="readonlytext"/> string	
UTM source	→ <input type="text" value="utm_source"/> string	
UTM medium	→ <input type="text" value="utm_medium"/> string	
UTM campaign	→ <input type="text" value="utm_campaign"/> string	

* These fields are mandatory for the basic webhook handshake.

This is where you may copy parameters to paste into your external marketing system, thus configuring the webhook handshake.

- Click **Copy URL** to copy the webhook URL.
- Click **Regenerate** to regenerate the registration key.
- Click **Copy value** to copy the country code.
- Hover over any ID and a pop-up message instructs you to click to copy this ID to

your clipboard.

First name *	→	<input type="text" value="first_name"/>	string
Last name *			
Country	→	<input type="text" value="country"/>	string
State	→	<input type="text" value="state"/>	string

Click to copy to clipboard

After clicking on the ID, you receive confirmation that the ID was copied.

First name *	→	<input type="text" value="first_name"/>	string
Last name *	→	<input type="text" value="Copied!"/>	string
Country	→	<input type="text" value="country"/>	string
State	→	<input type="text" value="state"/>	string

Tracking the source of your registrants

As a webinar manager, it is critical to discern which marketing campaigns are driving (or drove) the most traffic to your webinar. This knowledge is key to better allocating budgets for current and future campaigns.

Kaltura tracks the source of your registrants through the use of UTM (Urchin Tracking Module) parameters that are embedded as hidden fields in the registration form. UTM parameters consist of the following:

Traffic source (utm_source) - Are your registrants coming from Facebook, LinkedIn, Google, etc.?

Medium (utm_medium) - Are your registrants coming as a result of an email, social media, a referral, etc.?

Campaign name (utm_campaign) - What campaign drove your registrants here? You can base this on your own campaign naming conventions.

This resulting data is displayed as part of the [Registration Report](#).