

Registration tab - Registration for virtual classroom

Last Modified on 09/30/2024 2:47 pm IDT

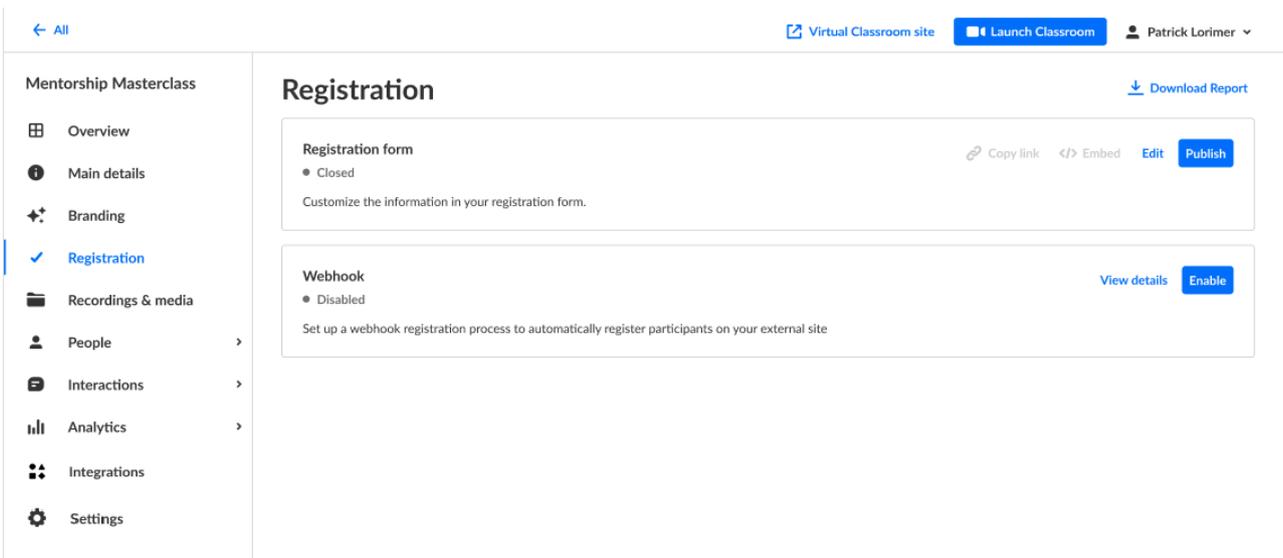
 This article is designated for all users.

About

This article describes how to design the registration form attendees will be required to complete in order to officially register for your virtual classroom, publish/un-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 interface for the 'Mentorship Masterclass' page. The left sidebar contains navigation options: Overview, Main details, Branding, Registration (selected), Recordings & media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Registration' and features a 'Download Report' link. It contains two sections: 'Registration form' (status: Closed) with 'Copy link', 'Embed', 'Edit', and 'Publish' buttons; and 'Webhook' (status: Disabled) with 'View details' and 'Enable' buttons. The top right of the interface shows 'Virtual Classroom site', 'Launch Classroom', and the user 'Patrick Lorimer'.

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 virtual classroom.

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.

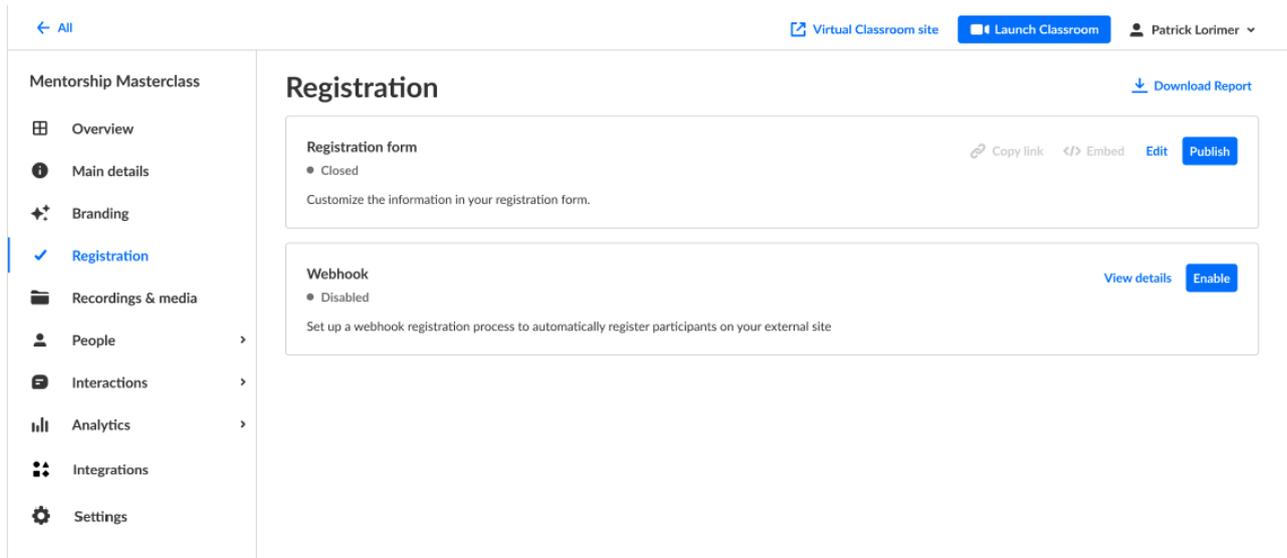
- Manually reorder fields - Grab anywhere on a field and a hand icon displays. Drag the field to the desired spot in the same section or to the desired spot in a different section of the Registration form.

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.

Publish/un-publish registration

You may publish registration by clicking the red **Publish** button.



You are asked to confirm your action.

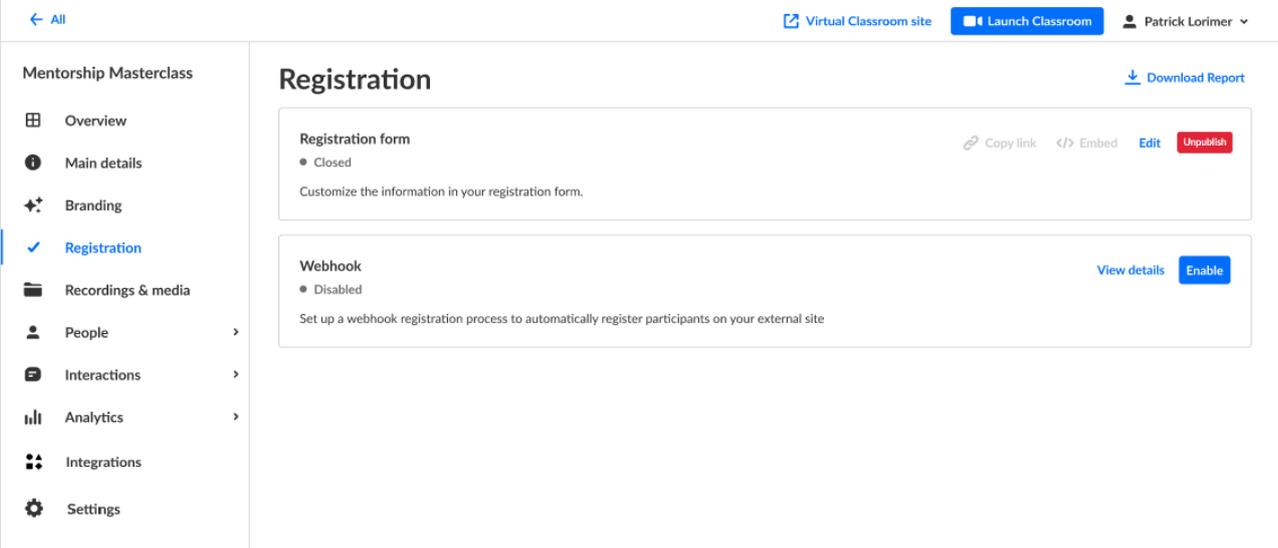
Publish registration

You're about to publish the classroom's registration page. We recommend not to make changes after the first registrant, as it may affect your data collection.

Cancel **Publish**

Click **Publish** to confirm, or **Cancel** to cancel the action.

If registration is published, you may also un-publish it by clicking the **Unpublish** button.



← All Virtual Classroom site Launch Classroom Patrick Lorimer

Registration Download Report

Registration form ● Closed Copy link Embed Edit Unpublish

Customize the information in your registration form.

Webhook ● Disabled View details Enable

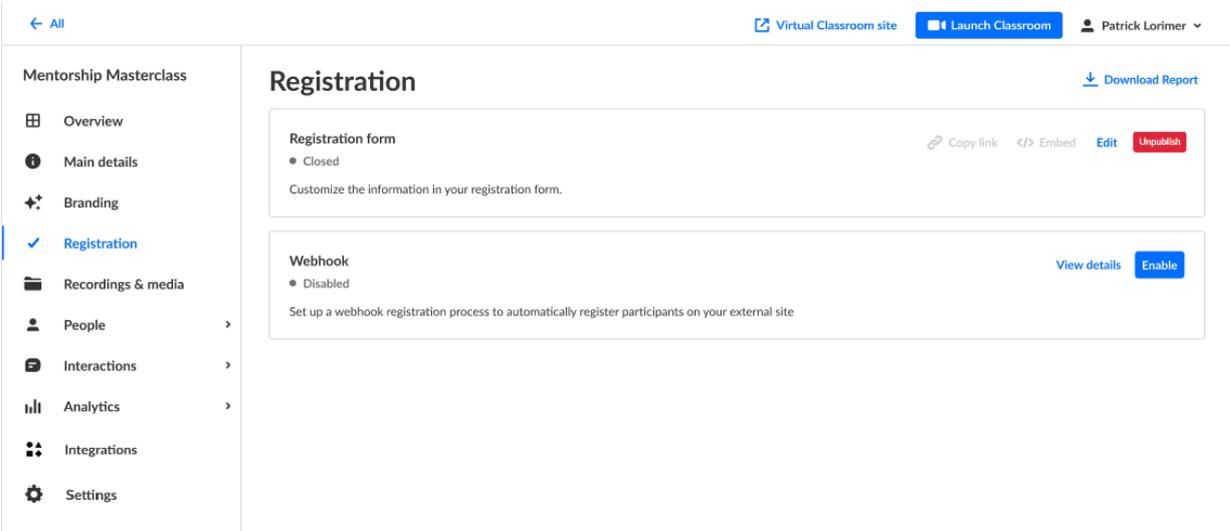
Set up a webhook registration process to automatically register participants on your external site

⚠ Please be aware that the edits you make to the Registration form after the virtual classroom is published 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.

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.



← All Virtual Classroom site Launch Classroom Patrick Lorimer

Registration Download Report

Registration form ● Closed Copy link Embed Edit Unpublish

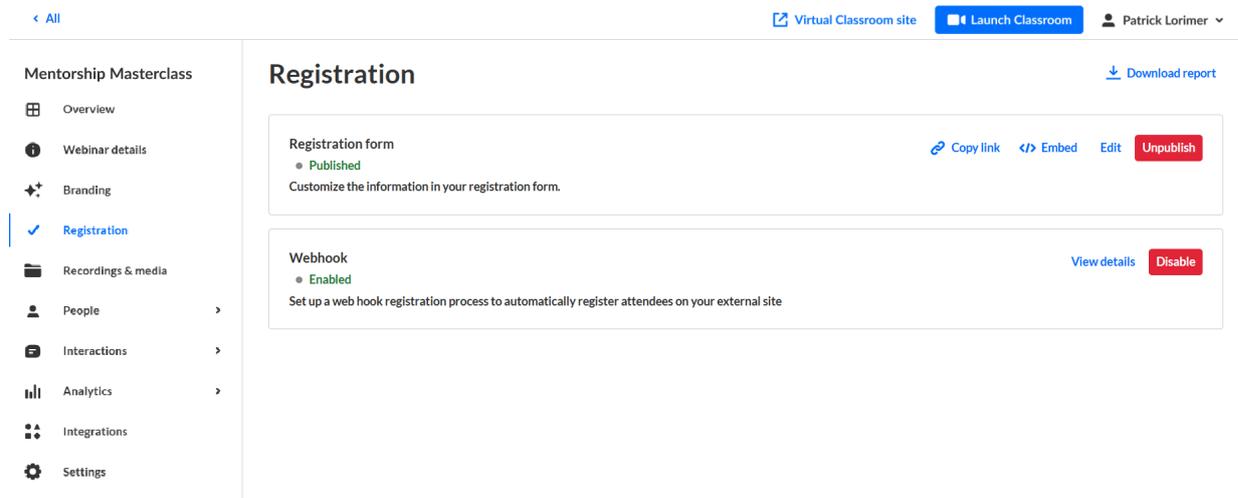
Customize the information in your registration form.

Webhook ● Disabled View details **Enable**

Set up a webhook registration process to automatically register participants on your external site

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.



The screenshot shows the 'Registration' settings page in Kaltura. On the left is a navigation menu with options: Overview, Webinar details, Branding, Registration (selected), Recordings & media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Registration' and includes a 'Download report' link. There are two main sections: 'Registration form' (status: Published) with buttons for 'Copy link', 'Embed', 'Edit', and 'Unpublish'; and 'Webhook' (status: Enabled) with buttons for 'View details' and 'Disable'.

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

Note: A tooltip "Click to copy to clipboard" is shown over the country field.

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

Note: A tooltip "Copied!" is shown over the last name field.

Tracking the source of your registrants

As a virtual classroom organizer, it is critical to discern which marketing campaigns are driving (or drove) the most traffic to your virtual classroom. 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.