

Registration module

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 This article is designated for administrators.

About

The Registration module allows authorized users to control access to media or events by requiring registrants to complete a form. These forms, created as custom metadata schemas in the Rich Media CMS, collect specific information from registrants before granting access.

With the Registration module, you can:

- Assign a registration form to your media (see supported types below).
- Download a report of all users who registered via the form.
- Generate short links for events that can be added to Outlook calendar invites, with an expiration of one year.

Registration forms can be added to the following entry types:

- Webcast
- Live
- VOD
- Quiz
- Meeting Rooms



The Registration module is not yet supported by the [Theming design system](#).

Configure

1. Go to your Configuration Management console and click on the **Registration** module. You can also navigate to it directly using a link:

https://{your_KMS_URL}/admin/config/tab/registration.

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The Registration page displays.

MANAGE CONFIGURATION
MANAGE USERS
MANAGE GROUPS
KNOWLEDGE BASE
CLEAR THE CACHE
GO TO SITE

Configuration Management

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Registration

Module Info

Description

Registration Module allows you to:

- Set a registration form for media of type: Webcast/Live (kwebcast module), VOD, and Meeting Rooms (newrow module)
- Download a report of all the users that registered via the registration form
- Short links to the event with an expiration of 1 year will be set to outlook calendar invites

enabled	<input type="text" value="Yes"/>	Enable the Registration module.
registrationForms	<input checked="" type="checkbox"/> RegistrationProfileId <input type="checkbox"/> ABC Events Registration form	Select available registration forms for entry.
registrationSetupRole	<input type="text" value="admin Role"/>	minimal role required to setup registration for an entry.
mediaPlayer	<input type="text" value="51398572"/>	The player that will be used to play the media in the registration form.

2. Configure the following:

enabled - Set to 'Yes' to enable the module.

registrationForms - Select an available registration form for the entry. The registration forms are created in the Rich Media CMS. Visit our article [Create a custom metadata schema for registration forms](#) to learn more.

registrationSetupRole - Select which users within the Video Portal will be able to configure a registration page per entry. Choose from the following:

- privateOnly role
- admin role
- unmoderatedAdmin role
- Co-editor

- Owner
- Specific users

mediaPlayer - Enter the player ID that will be used when playing the media in the registration page.

3. Click **Save**.

Below is an example of a registration form:

