![kaltura](kaltura logo)

Create a registration form for media entries

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> 👥 **This article is designated for all users.**

About

This guide walks you through setting up a registration form in your Video Portal. Registration forms help media owners collect essential information from viewers before providing access to video entries, events, or other media. 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.
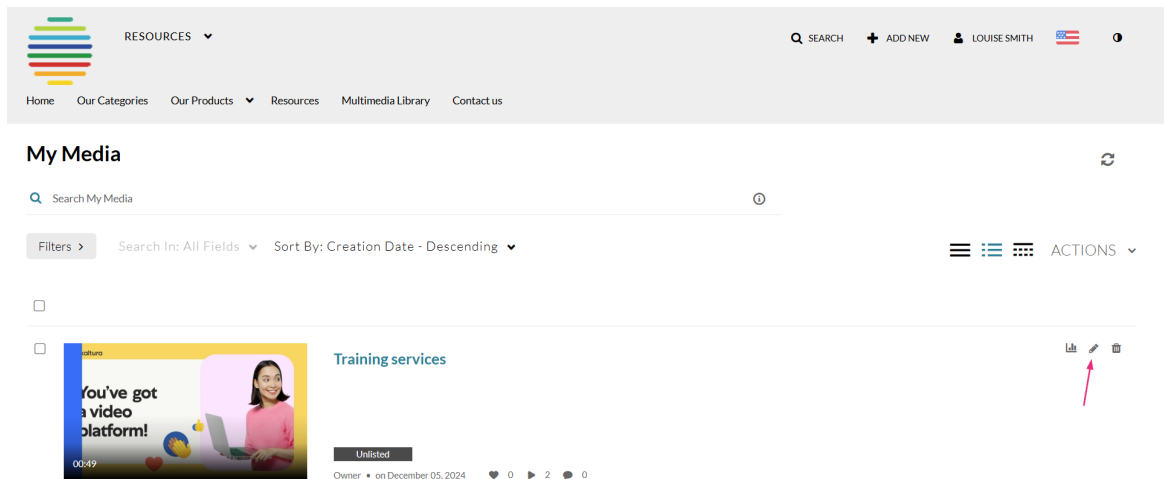
Access the registration page

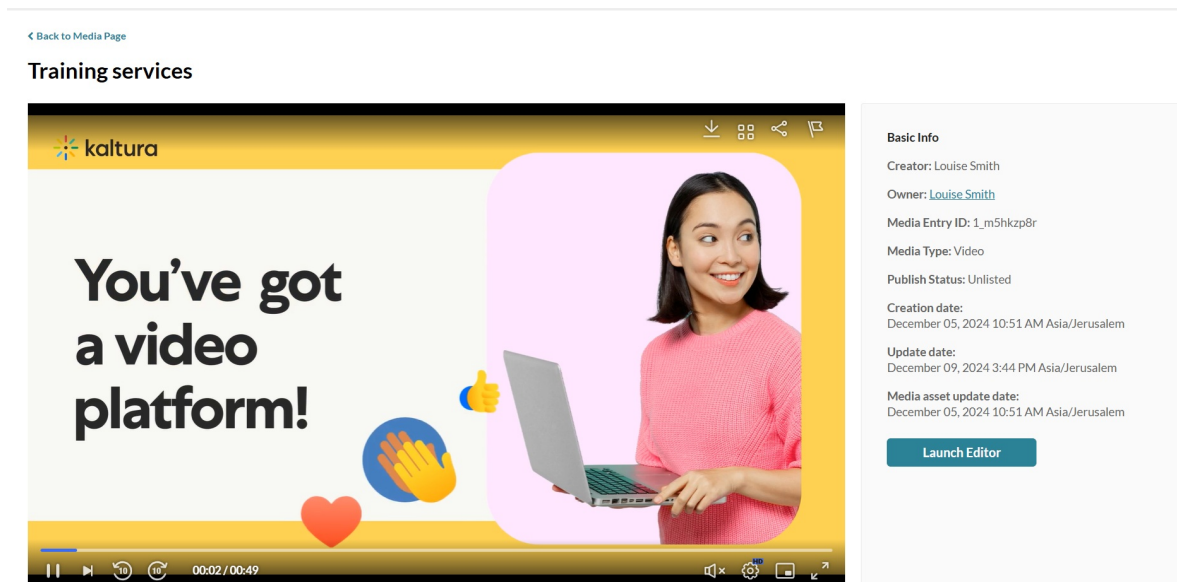1. Access the desired media. One way of doing this is via **My Media**.
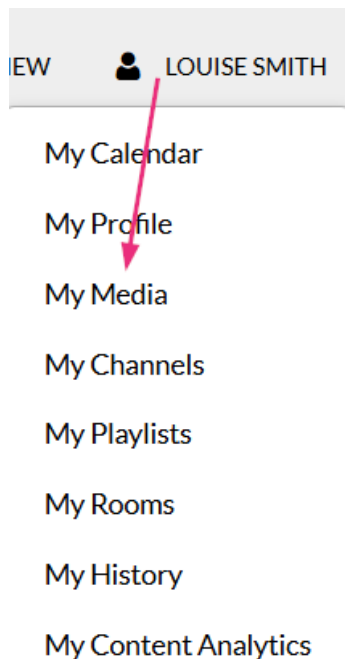
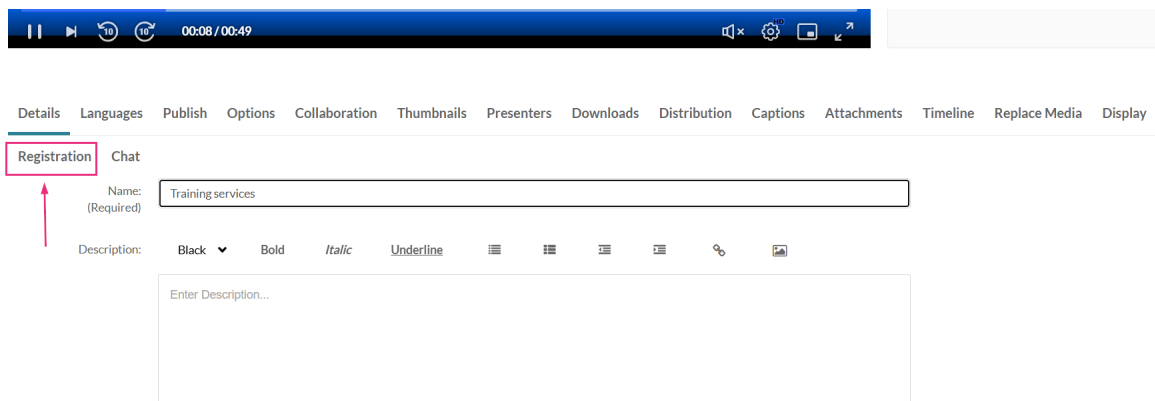

   The My Media page displays.

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2. Locate the desired media and click the **pencil icon**.

The Edit media page displays.

3. Click the **Registration** tab.

The Registration page displays.

Customize Registration Page
Select & customize the settings for your registration page.

✎ SET UP REGISTRATION PAGE   ⌄

Select Form:*

ABC Events Registration form   ⌄

This field is required.

Add Media:

1_oircg75b

Media that is added to the registration page will become available to anyone who views the Registration page.

⚙ DISPLAY SETTINGS   ›

✉ EMAIL VALIDATION   ›

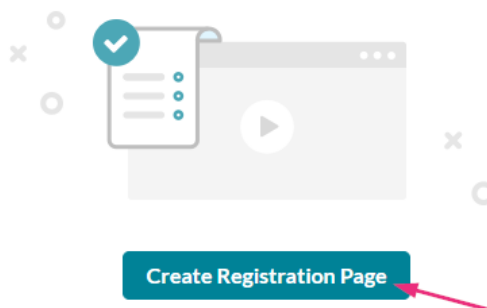⪡ SHARE REGISTRATION PAGE   ›

Activate the registration form

1. Click **Create Registration Page**.

Add Registration Page To Your Media

Here you can create a registration page for your live event, VOD recording, or any video you'd like. This enables you to collect valuable information about your viewers that flows directly into your marketing database, CRM and more.

Create Registration Page

The Customize registration page displays.

2. Complete the following:

- **Select forms** - Select the desired form from the dropdown

  > 💡 The registration forms are created manually in the KMC Custom Data page. See Create a custom metadata schema for registration forms for more information.

- **Add media** - (optional) Enter a URL or media ID. This media will be shown in the Registration page

- **Display settings** - Check the boxes of the desired registration page elements you would like to include, such as Header banner, Title, and Description.

- **Email validation** - Upload or enter a closed list of emails and configure their permissions for the event.

- **Share registration page** - link to share the registration page.

3. Click **Save & Preview** to preview the form.
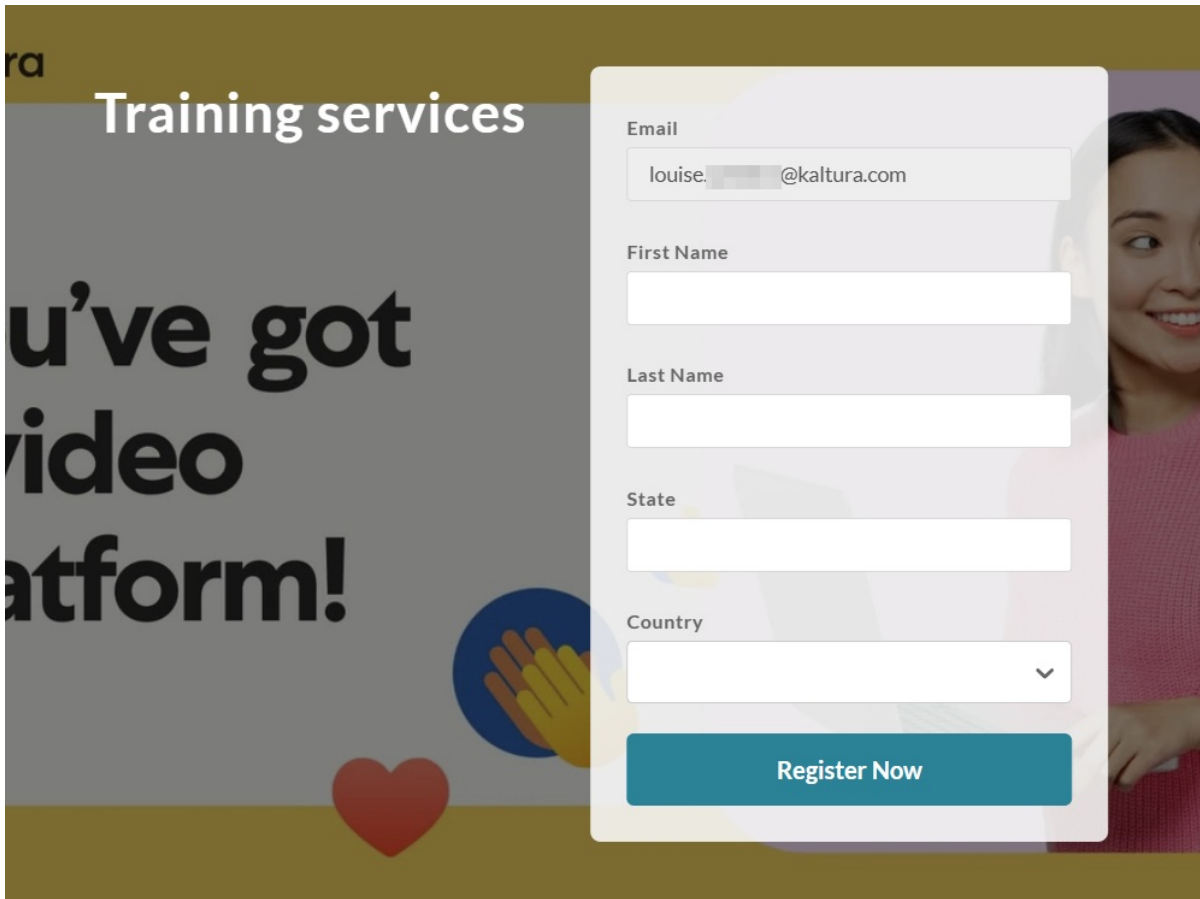
4. Click **Enable Registration page** when you're ready to enable registration.