

# Create a registration form for media in Video Portal

Last Modified on 05/06/2026 8:40 pm IDT

 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:

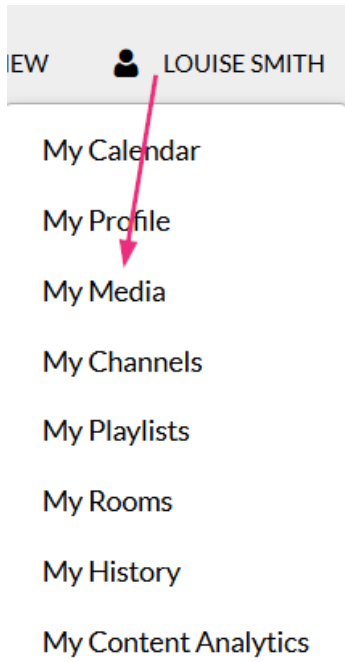
- Webcast
- Live
- VOD
- Quiz
- Meeting Rooms



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

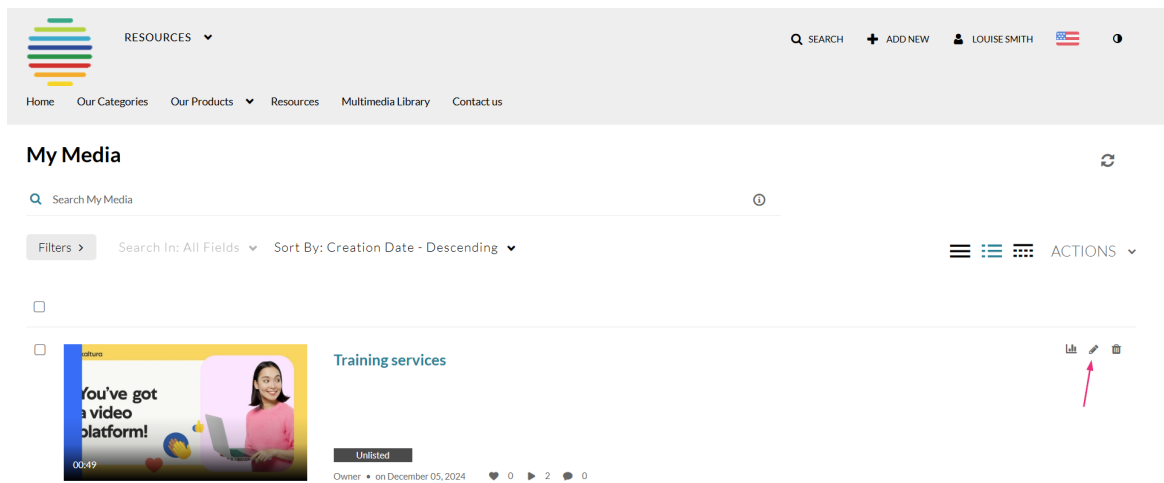
## Access the registration page

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



The My Media page displays.

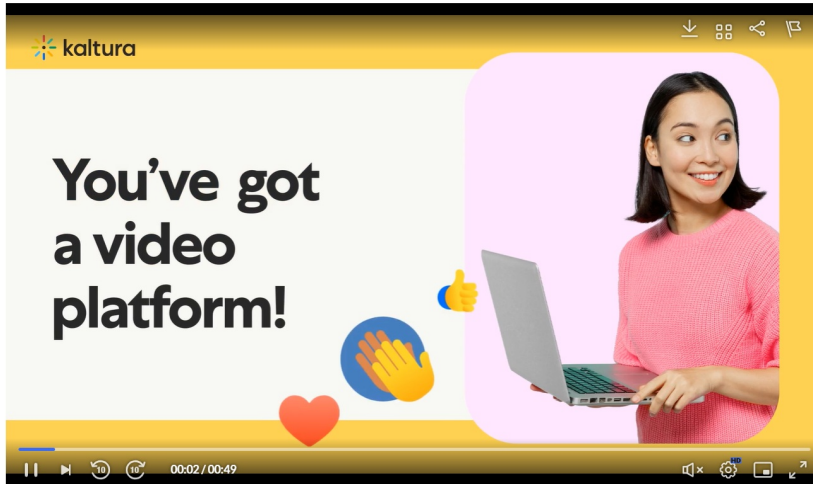
2. Locate the desired media and click the **pencil icon**.



The Edit media page displays.

[← Back to Media Page](#)

### Training services

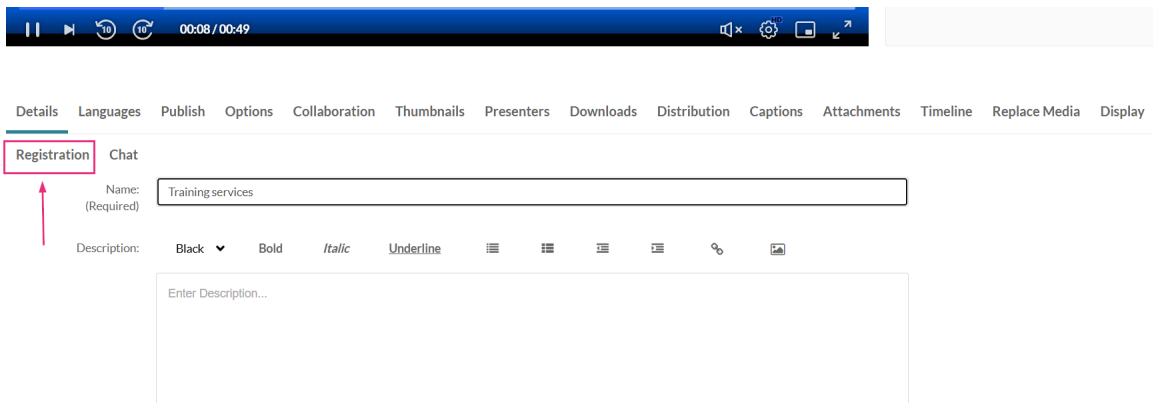


**Basic Info**

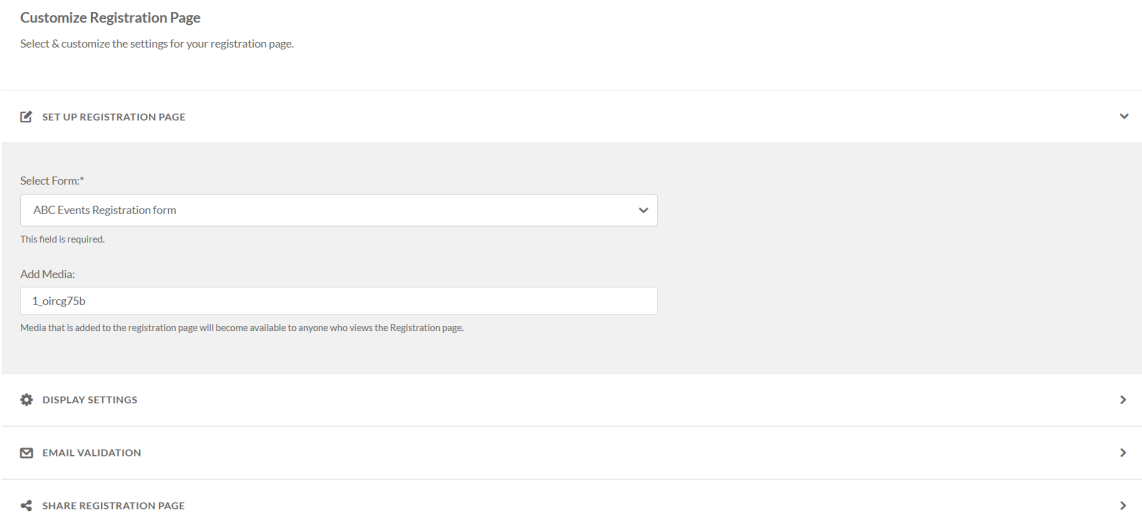
Creator: Louise Smith  
 Owner: [Louise Smith](#)  
 Media Entry ID: 1\_m5hkzp8r  
 Media Type: Video  
 Publish Status: Unlisted  
 Creation date: December 05, 2024 10:51 AM Asia/Jerusalem  
 Update date: December 09, 2024 3:44 PM Asia/Jerusalem  
 Media asset update date: December 05, 2024 10:51 AM Asia/Jerusalem

[Launch Editor](#)

### 3. Click the **Registration** tab.



### The Registration page displays.

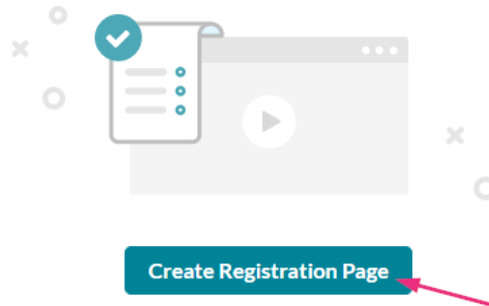


## Activate the registration form

## 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.



The Customize registration page displays.

Registration Chat

#### 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:  
Enter Media URL or Media ID

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

Registration info saved.

Save Save & Preview **Enable Registration Page**

## 2. Complete the following:

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



The registration forms are created manually in the Rich Media CMS Custom Data page. See [Create a custom metadata schema for registration forms](#) for more information.

## 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** - (optional) Enter a URL or media ID. This media will be shown in the 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** - Check the boxes of the desired registration page elements you would like to include, such as Header banner, Title, and Description.

DISPLAY SETTINGS

Select the components you would like to include on your registration page.

Header Banner

Title

Description

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

EMAIL VALIDATION

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

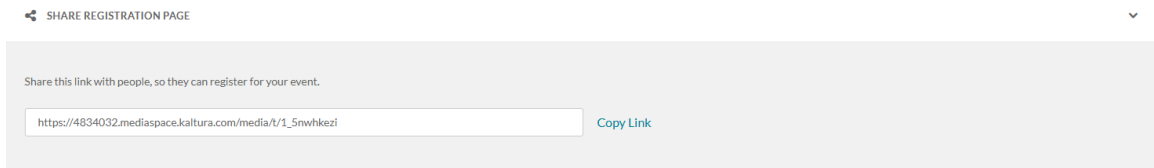
Upload a CSV or a XLS file, placing each restricted domain in a new line. To block all users from a specific domain, enter the domain name, e.g., "youtube.com". To block a user name from all domains, enter "username@".

Include  Exclude

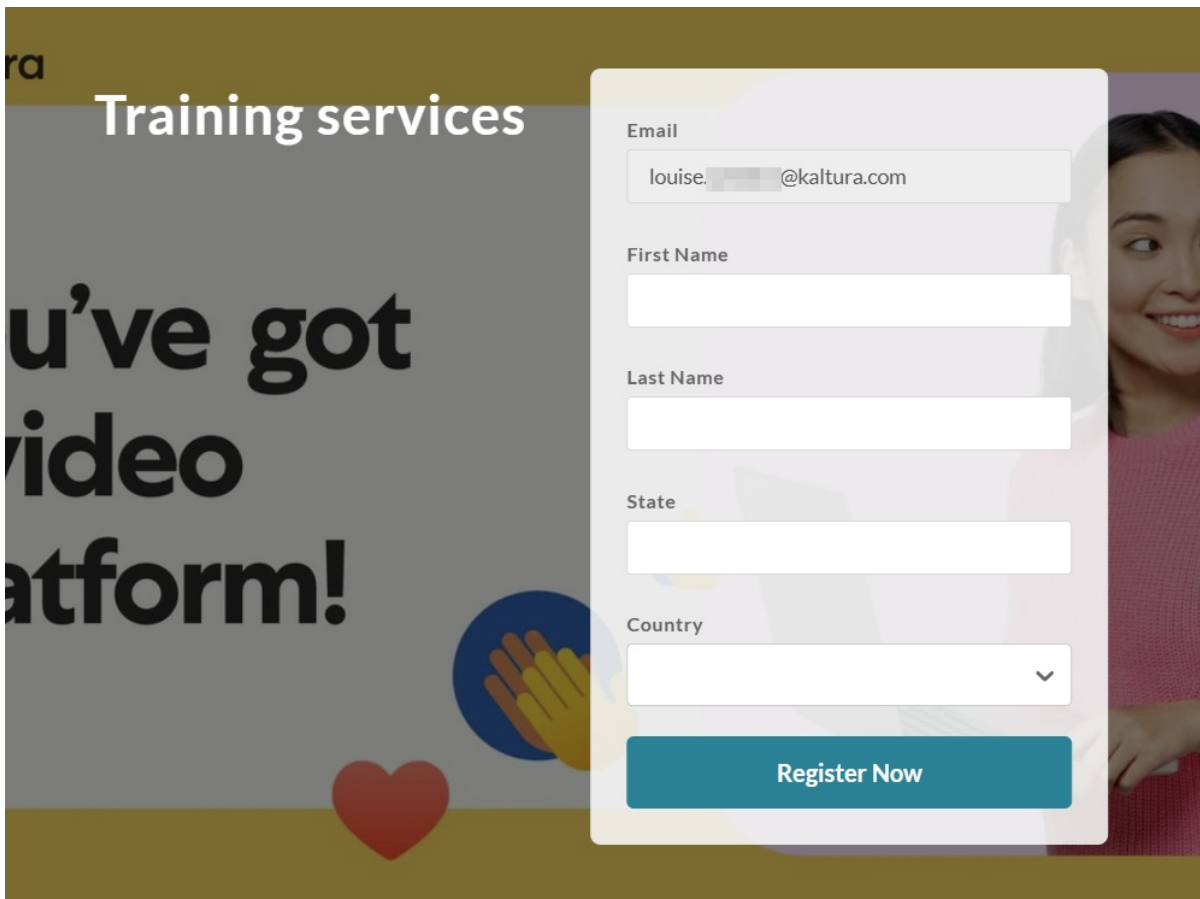
Upload CSV File

0/150 Emails

- **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.

✔ 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 >

Save

Save & Preview

Enable Registration Page