How to synchronize an event with Zoom webinars and Zoom meetings

Michael C. - 2025-11-17 - Zoom

With a Zoom account connected to MemberNova, events can be synchronized over to Zoom to automatically create and manage registrations for both Zoom meetings and webinars. Individuals signing up for a Zoom connected event will automatically be signed-up for the associated Zoom meeting/webinar as well. If a Zoom account has not been connected, please see this article.

Synchronizing an event with Zoom webinars and Zoom meetings

1. Click **Events** or the **Calendar icon** on the left menu.
2. Click **Manage** on the event you would like to add Zoom to.
3. Near the top right of the screen, click **Setup**.
4. Click the **Zoom Settings** button and then the **Add Zoom Connection** button.
5. In the Add Zoom Connection pop-up, you will have the following option:
    - **Zoom Connection**
        - **Create new Zoom meeting** - Creates a new Zoom meeting based on the current events date and time.
        - **Link to existing Zoom meeting** - Allows an existing Zoom meeting to be connected to the event.
        - **Create new Zoom webinar** - Creates a new Zoom webinar based on the current events date and time.
        - **Link to existing Zoom webinar** - Allows an existing Zoom webinar to be connected to the event.
    - **Registration Synchronization**
        - **Synchronize Current Registrations** - When selected, all current registrations within the selected event and Zoom meeting/webinar will be synchronized.
6. Once the Zoom connection has been configured, click on the **Save** button to finalize any changes and make the connection.
7. After a few moments, the connected Zoom meeting information will then be displayed under **Zoom Meeting Info**
    - **Sync Registrations** - Allows you to synchronize registration details from Zoom into the event.

    - **Meeting ID** - The Meeting ID of the connected Zoom meeting/webinar.
    - **Host Email** - The email address of the Zoom meeting/webinar host.
    - **Meeting URL** - Provides a link to the view the meeting.
    - **Registration URL** - Provides a link which users can be used to register for the Zoom meeting directly. Registrations made through this form will be automatically synchronized into the event.
    - **Join URL** - Provides a link which event attendees can use to the join the connected Zoom meeting/webinar.
8. The **Zoom Meeting Settings** display the current Zoom meeting email notification settings. Login to Zoom to manage these settings directly.
    - **Send Confirmation Email to Registrants** - Determines whether Zoom registration confirmation emails are sent to the registrants.
    - **Registrant Email Notifications** - Determines whether registration email notices are sent to the meeting host.

Note

- Once an event has been setup with a Zoom connection, any future registrations will be automatically synchronized between MemberNova and the Zoom meeting or Zoom webinar. Registrations through the connected event will be automatically entered into the Zoom software, and synced with the connected event in MemberNova.
- Please Note: Zoom events with multiple ticket types are not supported. If multiple tickets exist, the system will automatically register attendees using the first available ticket.

Related Content

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