

# Self Registration

## Self registration for your Spread Online Meeting

Spread self registration makes it easy for participants to register for your online event.

After enabling self registration for your public meeting, Spread automatically creates a registration form for your event, including all necessary information such as date, time, title, and description.

Participants may register themselves for your meeting and receive the access data immediately – even if the meeting has already begun. They are added to the participant list automatically.

### Your benefits

→ **Integration as iFrame or pop-up into your website**

Integrate the self registration easily into your website, newsletter, or social media sites.

→ **Comfortable and easy handling**

Participants register themselves for your meeting and receive the access data immediately.

→ **Increase your customer reach**

Integration of the self registration into several platforms will reach a lot more people than sending invitations manually.

→ **No image processing or programming knowledge necessary**

Spread creates the registration form for you automatically.



**Capacity:** If you have a Spread meeting room with a capacity of 20 people ("Meeting-20"), only 20 people can register for your meeting – then it is fully booked. You can remove participants manually from the participant list if necessary. If you have a lot more interested parties than expected, contact us. We can increase your capacity at short notice. Up to 1,000 people per meeting are possible. Contact us for more information.

## How to enable self registration for your Spread Online Meeting

### 1 Create a new meeting

Create a new public meeting. Self registration is not possible with private meetings.

### 2 Options

When creating the meeting, choose „Self Registration“ under „Options“ and click on „Create meeting“.

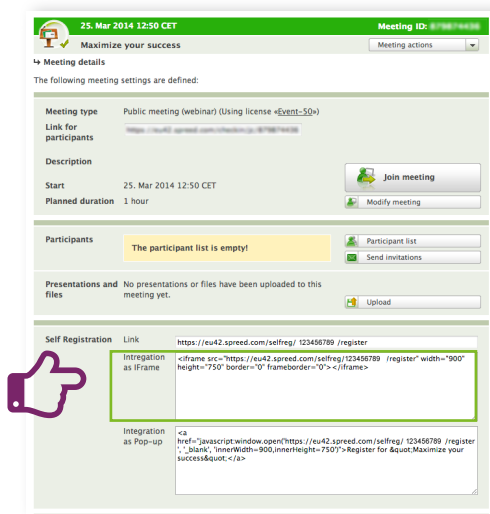
### 3 Self registration

Your registration form was created automatically and contains all important information about your meeting. Integration as link, iFrame or pop-up is possible.

## How to integrate the registration form as iFrame into your website

### 1 Meeting details

Copy the HTML code from your meeting details page.



### 2 Copy & paste HTML code

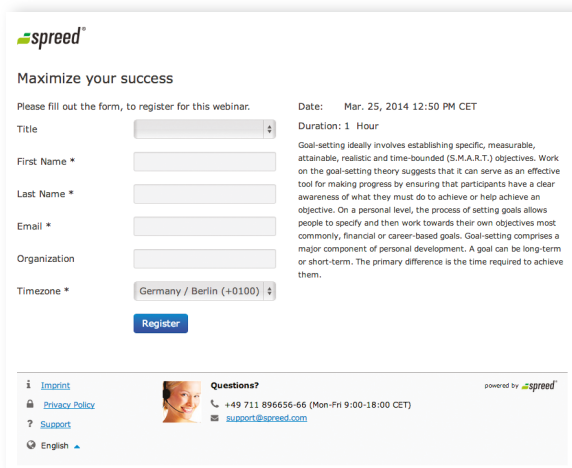
Paste the HTML code into a useful page on your web site. Your editor should allow to insert HTML into your page.

You can modify the HTML code so that the registration form fits perfectly into your web site by changing width and height of the form. For example: if your web site only has a width of 400 px, you change the code (see **1**) to width="400".

```
<iframe
1 src="https:2 u42.spread.com/selfreg/123456789/register"
width="900" height="750" border="0" frameborder="0">
</iframe>
```

### 3 Done!

Your participants can now register themselves for your Spread Online Meeting. They receive the access data for your event immediately and are added to your participant list.

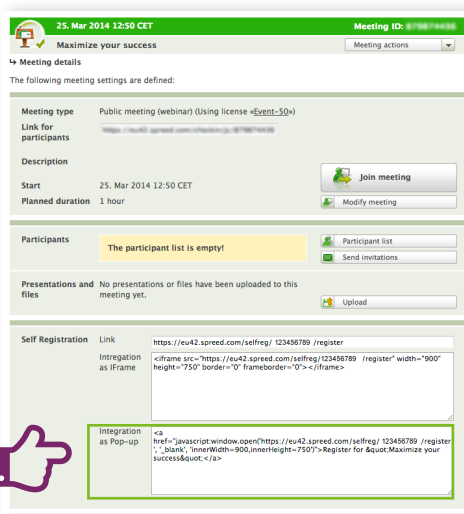


**i Your event is fully booked in a short space of time?** We can increase the capacity of your meeting room if necessary. Up to 1,000 attendees per meeting are possible. Contact us for more information.

## How to integrate the registration form as pop-up into your web site

### 1 Meeting details

Copy the HTML code from your meeting details page.



### 2 Copy & paste HTML code

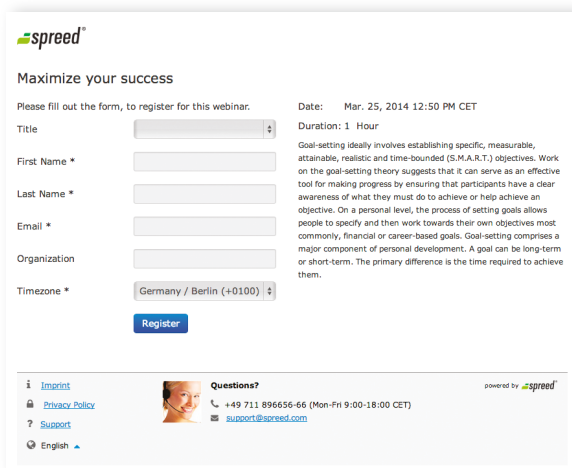
Paste the HTML code into a useful page on your web site. Your editor should allow to insert HTML into your page.

The pop-up window has a size of 900 pixels width (1) and 750 pixels height (2). You can modify the size by changing width and height so that it fits in your web site design.

```
<a href="javascript:window.open('https://eu42.spread.com/_freg/1234567?register', 'blank', 'innerWidth=900,innerHeight=750')">Register for &quot;MEETING TITLE&quot;</a>
```

### 3 Done!

Your participants can now register themselves for your Spread Online Meeting. They receive the access data for your event immediately and are added to your participant list.



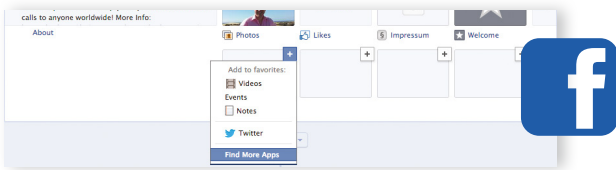
**i Your event is fully booked in a short space of time?** We can increase the capacity of your meeting room if necessary. Up to 1,000 attendees per meeting are possible. Contact us for more information.

Example:

## How to integrate the registration form as iFrame into your Facebook page

### 1 Create a new tab

Log in to your Facebook account and create a new tab for your fan page. By clicking on the “plus” icon you can add a new Facebook app that enables you to use iFrames inside tabs. If you have already installed such an app you can continue with Step 3.

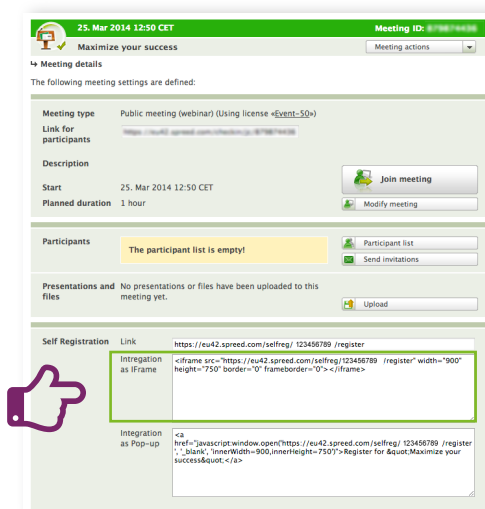


### 2 Add Facebook app

Add a Facebook app to your page which enables you to use iFrames inside tabs, for example [Static HTML - iFrame Tabs](#) by [Thunderpenny](#).

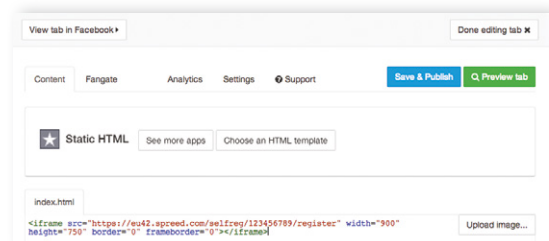
### 3 Copy & paste HTML code

Copy the HTML code from your meeting details page (“Integration as iFrame”) and paste it into the HTML editor of your Facebook app.



### 4 Modify your form

You can modify the size of your registration form by changing width and height. If the form is too big for your Facebook page, change width to 800 px (width=“800”). Click on “Save & Publish” to save your registration form.



### 5 Done!

Done. You have successfully integrated the registration form for your Spreed Online Meeting into your Facebook tab.

## Spread Family

Discuss, share or get latest information. We are looking forward to your feedback and suggestions.



**Facebook**

[www.facebook.com/SpreadMeeting](http://www.facebook.com/SpreadMeeting)



**Google Plus**

[www.gplus.to/Spread](http://www.gplus.to/Spread)



**XING**

[www.xing.com/net/spread](http://www.xing.com/net/spread)



**Twitter**

[www.twitter.com/SpreadMeeting](http://www.twitter.com/SpreadMeeting)



**YouTube**

[www.youtube.com/spreadcom](http://www.youtube.com/spreadcom)



For additional information please take a look at the [Spread Manual](#).



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Brian Krause,  
Customer Care

## Further questions?

Click here. We call you in a few seconds at our cost - worldwide. Please keep your phone ready!

**Call now**