

# Adding Zoom Information in EMS

(This document is not fully accessible. If you require an accessible document, please contact ANR Event Services at 517-353-3175 or [events@anr.msu.edu](mailto:events@anr.msu.edu).)

Events that are held in a virtual platform will require different information than an event that is face-to-face. Zoom information should be added to any location that would list an address for a face-to-face program, including the event's descriptive information and confirmation message.

Here is an example of how to list Zoom information in your description:

The screenshot shows the 'Descriptive Information' tab of an event management system. It includes fields for keywords, a short description, a main description, and a flyer download link caption. An example of Zoom information is provided in the main description field.

Event Summary | Finances | **Descriptive Information** | Look & Feel

**Descriptive Information**

Keywords:  
basic, free, registration  
*Keywords provide a comma separated list of words and phrases that are used by search engines to categorize the event.*

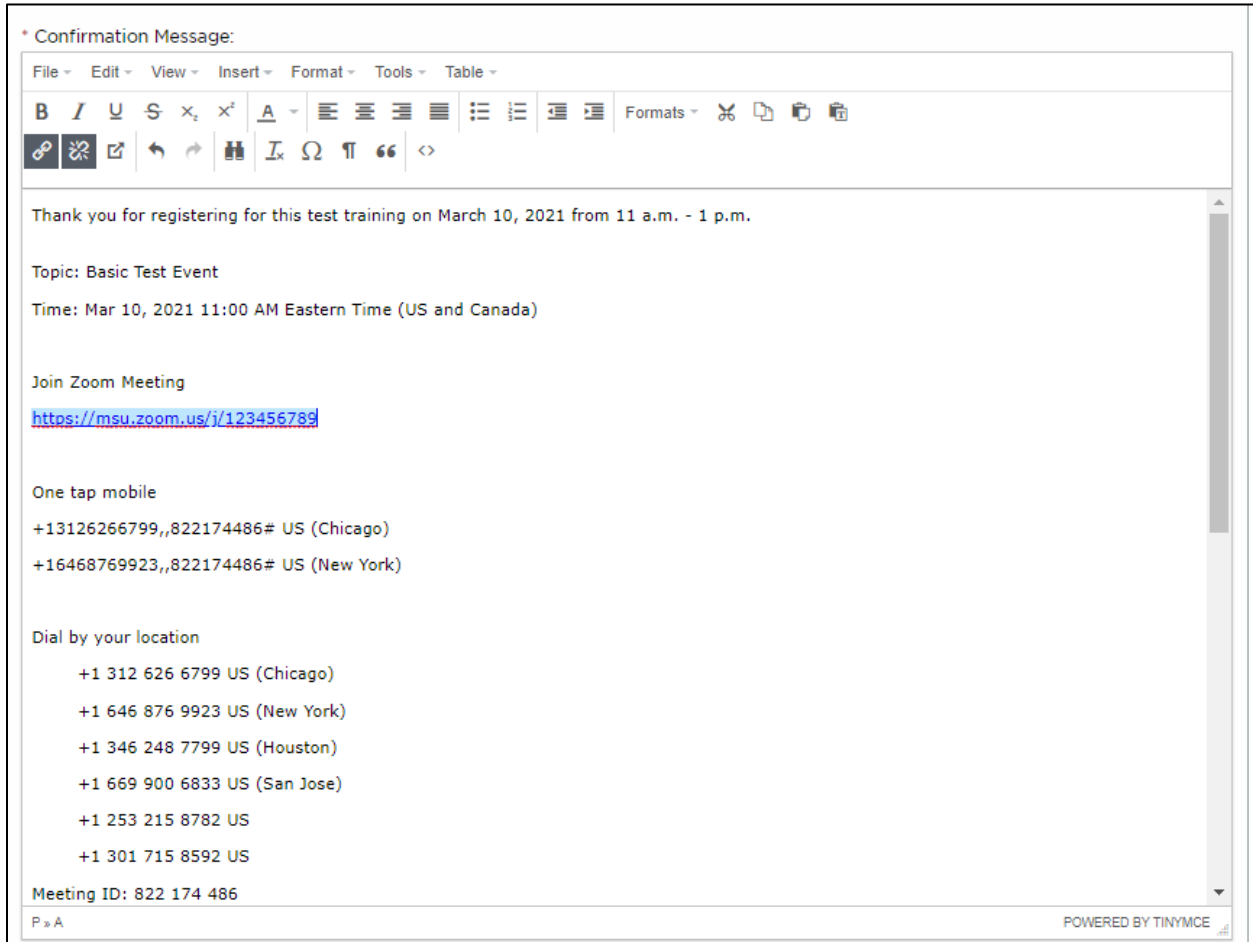
\*Short Description:  
put your short description here  
*Provide a brief 1-2 sentence description (150 characters max) for use in short event listings, calendars, search engines, etc.*

\*Description:  
File - Edit - View - Insert - Format - Tools - Table -  
B I U S x x<sup>2</sup> A - [text alignment icons] [list icons] [table icon] Formats - [undo] [redo] [copy] [paste]  
[link] [unlink] [insert link] [insert image] [insert video] [insert audio] [insert code]  
**March 10, 2021**  
**11 a.m. - 1 p.m.**  
**Online via Zoom**  
|  
P POWERED BY TINYMCE

*Provide a complete event description that appears on the main web page for the event.*

\*Flyer download link caption:  
Download Event Flyer  
*This text is used to label the link used by the public to download the event flyer or other file download.*

You can list the Zoom information in your confirmation message as shown here:



Or you can send Zoom information to registrants prior to the event. If you choose to send Zoom information directly to participants prior to the event, let registrants know they will receive the Zoom information at a later date in your confirmation message, as shown in this example:

