

How to Create a Webinar Room

Setting up a one-to-many broadcast: who can watch, public registration, speakers and viewers, and streaming.

A webinar is a room with **Webinar Mode** on: a few speakers on camera, and an audience that watches. On an Enterprise account a webinar holds up to 500 people, with up to 50 of them on camera.

This guide covers what is different about a webinar. The parts of the form a webinar shares with a meeting (templates, the schedule, the room features, sending invitations) are covered in [How to Create a Meeting Room](#).

1. Turn On Webinar Mode

Start a room as you would a meeting: open the **Rooms** tab and click **Create Room** (or double-click a date on the calendar), then name and schedule it. Under **Room Mode**, turn on **Webinar Mode**.

Speakers join with video and audio, and everyone else is view-only. With chat on, viewers can read the room chat and message the hosts privately. Turning Webinar Mode on also moves an Open room to Invite Only, since most webinars start from a list of invited or registered people. You can change that in the next step.

The welcome image viewers see before the broadcast starts is added once the room exists (step 7). Going live, and everything else on the day, is covered in [How to Run a Webinar](#).

2. Choose Who Can Watch

Room Access works a little differently in a webinar, because anyone who is not on the attendee list always joins as a viewer:

- **Open:** anyone with the room link joins and watches.
- **Invite Only:** only people on the attendee list can join, including everyone who registers. Each one confirms who they are with a code sent to their email address.
- **Invite + Guests:** people on the list join in the role you gave them, and anyone else with the link joins as a viewer.

There is no Guest Access Mode in a webinar, since guests can only ever watch. Registration is offered with Invite Only and Invite + Guests.

BEST PRACTICE: Use Invite Only with registration for a public webinar

You get a list of everyone who signed up, with the details you asked for, and only they can get in. Open suits an internal broadcast, where the link alone is enough.

ROOM MODE



Webinar Mode

One-to-many broadcast. One or more speakers can join with video and audio. All other participants are view-only. With chat on, viewers can read the room chat and message hosts privately.

You can add a welcome image for viewers once the room is created.

ROOM ACCESS



Open

Anyone with the room link can join.



Invite Only

Only attendees on the room's attendee list can join. Each receives a unique verification code via email.



Invite + Guests

Attendees are verified via email. Anyone else can still join with limited access.

3. Set Up Registration

Turn on **Enable Registration** to give the webinar a public sign-up page. Then fill in:

- **Registration Opens** and **Registration Closes**: when the form accepts sign-ups. Leave them blank to open immediately and never close.
- **Max Registrants**: leave it blank to allow your plan's limit (500 on Enterprise).
- **Page Title** and **Page Description**: the heading and subtitle on the registration page.
- **Confirmation Message**: shown once a registrant confirms their email address.
- **Require Approval**: each registrant waits for you to approve them before they are added to the list.
- **Send Reminder Emails**: a reminder with the link to join goes to everyone registered shortly before the webinar starts.

Here is what happens when someone registers:

1. They fill in the form on the registration page.
2. They receive an email with a link to confirm their address.
3. Confirming adds them to the attendee list as a viewer. With Require Approval on, it puts them in your approval queue instead (step 8).
4. Shortly before the start, they receive the reminder with the link to join.

GOOD TO KNOW: Reminders need a scheduled start time

The reminder is timed from the webinar's start, so it is sent only for a Scheduled Room, once, ahead of its first day. A Standing Room has no start time and sends no reminder.

☒

Enable Registration
Allow public registration. Registrants are verified and added as attendees.

Registration Opens
When the registration form becomes available. Leave blank for immediately.

2026-10-05 9:00 AM

Registration Closes
When the registration form stops accepting submissions. Leave blank for no deadline.

2026-11-12 12:00 PM

Max Registrants
Maximum number of registrations allowed. Account cap: 500. Leave blank for account default.

500

Page Title
Custom heading on the registration page.

Q4 Market Outlook

Page Description
Subtitle or description shown on the registration page.

Our quarterly briefing for clients: markets, rates and what to watch in the new year.

Confirmation Message
Custom message shown after a registrant confirms their email.

You're registered. Watch for a reminder email shortly before we start.

☒

Require Approval
Registrants must be approved by the host before being added as verified attendees.

☒

Send Reminder Emails
Automatically send a reminder email to confirmed registrants before the event starts.

Under **Registration Form Fields**, **Full Name** and **Email Address** are always asked. Click **Add Custom Field** to ask for more: a Text, Text Area, Dropdown (with the options you list), or Checkbox field, each optional or required. Use the arrows to change the order.

BEST PRACTICE: Ask only for what you will use

Every answer is shown beside the registrant in the Registrations window and included in its CSV export, so a field like Company or Job Title is worth asking for when you will follow up afterwards. A shorter form is quicker to fill in.

Registration Form Fields

- Full Name TEXT REQUIRED
- Email Address EMAIL REQUIRED
- Company TEXT REQUIRED
- Job Title TEXT

+ Add Custom Field

4. Add Your Speakers

In a webinar the **Attendee List** has a **Webinar Role** for each person:

- **Publisher (Speaker):** on camera, speaking to the audience.
- **Player (Viewer):** watches the broadcast.

New attendees start as viewers, and viewers start without access to shared files. Co-hosts are always speakers. Everyone who registers is added for you, as a viewer.

Attendee List

🔍 Search by name or email...

📄 Import

+ Add Attendee

Name	Email	Phone	Webinar Role	Actions
Olivia Brennan	obrennan@crestviewadvisory.com	+16175550127	CO-HOST PUBLISHER	✎ 🗑
Marcus Feld	mfeld@crestviewadvisory.com	+16175550139	PUBLISHER	✎ 🗑
Daniel Osei	dosei@harlowmfg.com	-	PLAYER	✎ 🗑
Rachel Tanaka	rtanaka@harlowmfg.com	-	PLAYER	✎ 🗑
Priya Shah	pshah@northlightcapital.com	-	PLAYER	✎ 🗑
Tom Becker	tbecker@beckerlogistics.com	-	PLAYER	✎ 🗑
Elena Ruiz	eruiz@ruizfamilyoffice.com	-	PLAYER	✎ 🗑

BEST PRACTICE: Put every speaker on the list before the day

A speaker on the list arrives on camera and ready to present. A host can also bring a viewer on camera during the webinar, but that is for the audience question, not for your panel.

GOOD TO KNOW: Viewers are a few seconds behind

Viewers watch a broadcast of the room rather than joining the call, which is what lets a webinar hold hundreds of people. It reaches them a few seconds after the speakers say it, so allow a moment for audience questions to arrive.

Add Attendee

Name *

John Doe

Email *

john@example.com

Phone

+1234567890

Roles (Optional)

☐ Co-Host

Full host privileges including room controls, breakout management, and user moderation.

☐ Observer

Video/audio observer only. Cannot access any other room features, and requires recording/live streaming to be active..

Permissions

☐ Allow attendee to upload and download Files

Webinar Role

Publishers are on-stage speakers (WebRTC). Players are audience viewers (HLS).

Player (Viewer)

Cancel

Save

5. Features, Recording and Streaming

Room Features work as they do in a meeting (see [step 7 of the meeting guide](#)). Chat and Files are the ones a webinar usually needs: chat for audience questions, and files for the speakers' slides and documents.

Under **Recording & Streaming**, choose the layouts. A webinar is recorded whenever it is live (see [How to Run a Webinar](#)), and these layouts are both what your audience watches and what is saved.

BEST PRACTICE: Record the Speaker layout

Speaker follows whoever is talking, which is what a webinar is watched for. Add Grid as a second layout if you want the panel side by side; viewers can then switch between the two.

GOOD TO KNOW: Going live also streams to RTMP destinations

To send the webinar to YouTube, Twitch or another RTMP destination as well, turn on **RTMP Streaming** and add each destination under **RTMP URLs**. The stream starts when a host clicks Go Live and stops with the recording at End Broadcast.

RECORDING & STREAMING

☒ **Recording & Streaming**
Enable recording and/or live streaming for this room.

☒ **Recording**
Record the session for later review and download.

☐ **RTMP Streaming**
Stream live to external platforms like YouTube, Twitch, or any RTMP endpoint.

What to record

☒ **Composite Layouts**
Up to 4 layouts, each producing its own file.

☐ **Individual Streams**
Each participant's audio/video recorded separately, up to 15 at once.

Recording Layouts

Select up to 4 layouts to record simultaneously.

- ☐ **Grid**
Equal-size tiles showing all participants
- ☒ **Speaker**
Active speaker prominent, others in sidebar
- ☐ **Single Speaker**
Only the active speaker, no thumbnails

6. Session Settings, Then Create

Session Time Limit and **Lock Room** work as they do in a meeting. **Entry Chime** is switched off for webinars, so arrivals never interrupt a speaker.

Click **Create**.

SESSION

Session Time Limit

When the limit is reached, all participants are disconnected.

 No Limit (max 24 hours) 

 **Lock Room**
When locked, only the Host can join. Guests will be blocked.

 **Entry Chime**
Automatically disabled for webinars.

Cancel

✓ Create

7. Add a Welcome Image

Select the room in the Rooms list and click **Edit**. Under Webinar Mode, click **Upload image**. Viewers see this image whenever the webinar is not live: before a host starts the broadcast, and after it ends. A 16:9 image works best, as a PNG, JPG, WebP, or GIF.

BEST PRACTICE: Put the start time on the welcome image

Viewers who arrive early see only this image. A title slide with the webinar's name and start time tells them they are in the right place.

ROOM MODE



Webinar Mode

One-to-many broadcast. One or more speakers can join with video and audio. All other participants are view-only. With chat on, viewers can read the room chat and message hosts privately.

Welcome image

Shown to viewers while the webinar is not live. A 16:9 image works best.

[Upload image](#)

8. Share the Registration Link and Manage Registrations

When registration is on, selecting the room in the Rooms list adds a **Registration** button to the action bar. It opens the Registrations window:

- **Registration Link:** the sign-up page to share in emails, posts and ads. Copy it, or open it to see what registrants see.
- **Embed Widget:** a line of code that puts the registration form on any page of your own website.
- **The registrant list:** search by name or email, filter by status, and download everything as a CSV file.
- **Approving:** with Require Approval on, approve or reject each person, or use **Approve All**. Anyone confirmed or approved can have their registration cancelled.

Unconfirmed means the person registered but has not yet clicked the link in their confirmation email. They are not on the attendee list until they do.

Speakers and anyone else you added yourself are invited with the **Invite** button, exactly as for a meeting.

Registrations - Q4 Market Outlook - Client Webinar

All (8)

Pending (2)

Confirmed (5)

Unconfirmed (1)

Approve All (2)

Registrant	Details	Status	Registered	Actions
Elena Ruiz erui@ruizfamilyoffice.com	Company: Ruiz Family Office Job Title: Principal	APPROVED	-	
Tom Becker tbecker@beckerlogistics.com	Company: Becker Logistics Job Title: CFO	APPROVED	-	
Priya Shah pshah@northlightcapital.com	Company: Northlight Capital Job Title: Portfolio Manager	APPROVED	-	
Daniel Osei dosei@harlowmfg.com	Company: Harlow Manufacturing Job Title: Controller	APPROVED	-	
Rachel Tanaka rtanaka@harlowmfg.com	Company: Harlow Manufacturing Job Title: Treasurer	APPROVED	-	
James Whitaker jwhitaker@whitakerco.com	Company: Whitaker & Co. Job Title: Managing Partner	PENDING APP...	-	
Sofia Lindgren slindgren@baltichold.com	Company: Baltic Holdings Job Title: Analyst	PENDING APP...	-	
Kevin O'Brien kobrien@obrienfoods.com	Company: O'Brien Foods Job Title: Owner	PENDING CO...	-	

Registration Link

<https://app.megameeting.com/register/100025f>

Embed Widget

Add this script to any web page to display a registration form.

```
<script src="https://app.megameeting.com/api/regis-
tration/widget.js?roomId=1000259"></script>
```

Summary

Total Registrations

Confirmed

Pending Approval

Pending Confirmation

8

5

2

1

Configuration

Approval Required

Reminders

Opens

Closes

YES

ENABLED

Oct 5, 2026, 9:00 AM

Nov 12, 2026, 12:00 PM

Before the Webinar

- Is Webinar Mode on, and does Room Access match who should be able to watch?
- Is the room scheduled, so registrants get their reminder?
- Are registration's open and close times right?
- Is every speaker on the list as a Publisher, and have they been sent the invitation?
- With approval on, is anyone still waiting to be approved?
- Is the welcome image uploaded?