

ClubRunner

[Help Articles](#) > [Nova](#) > [Events](#) > [\[NOVA\] How can I synchronize an event with Zoom webinars and Zoom meetings?](#)

[NOVA] How can I synchronize an event with Zoom webinars and Zoom meetings?

Zach W. - 2026-05-14 - [Events](#)

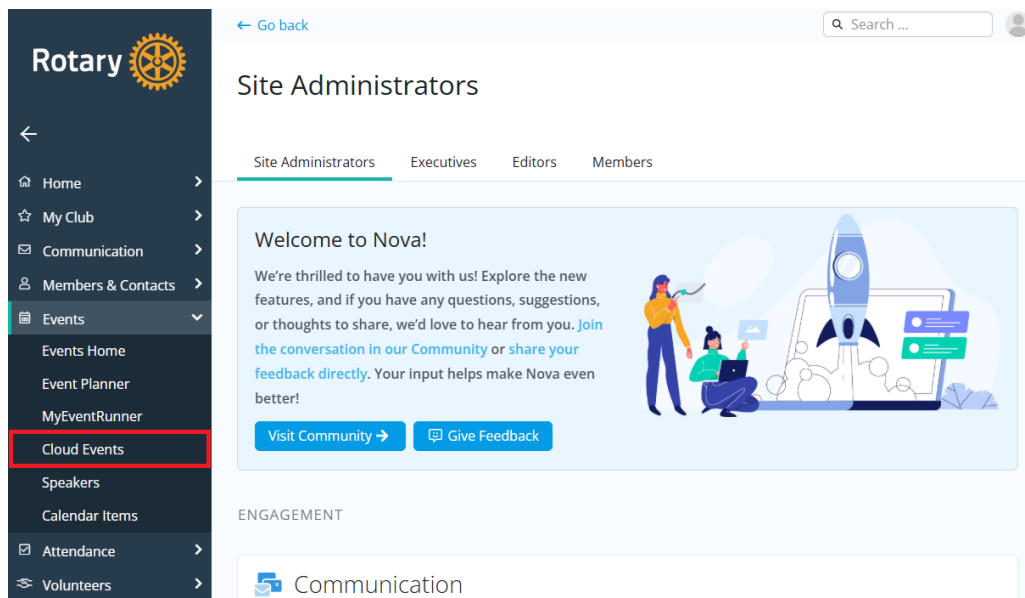
With a Zoom account connected to ClubRunner, events can be synchronized over to Zoom to automatically create and manage registrations for both Zoom meetings and webinars. Individuals signing up for a Zoom connected event will automatically be signed-up for the associated Zoom meeting/webinar as well.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

Note

Zoom Integration requires a ClubRunner Nova account.

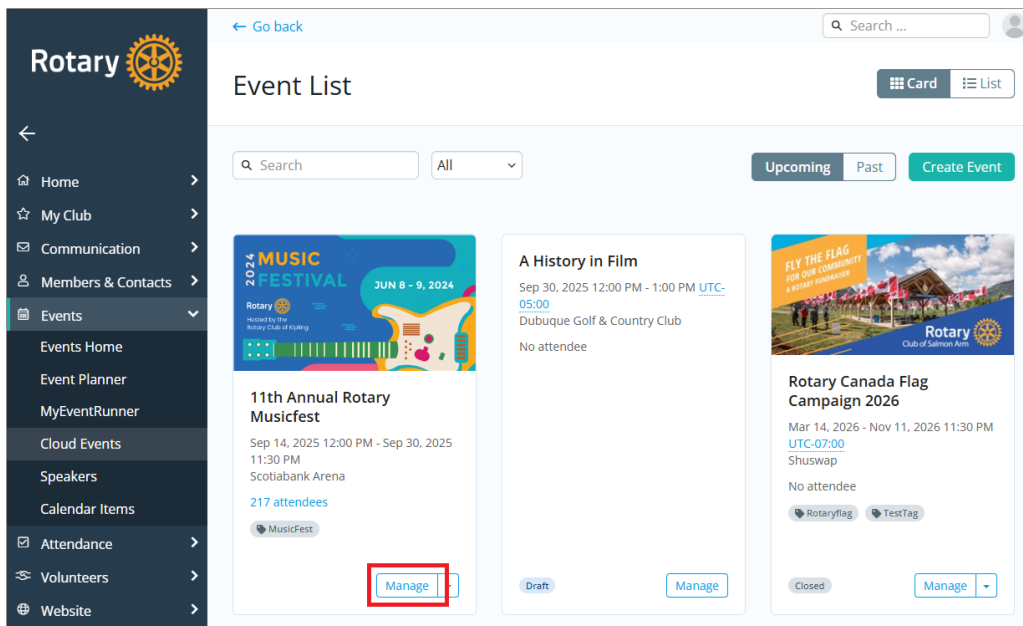
Synchronizing an event with Zoom webinars and Zoom meetings

1. Click **Events** in the left-hand menu navigation, then click **Cloud Events**.

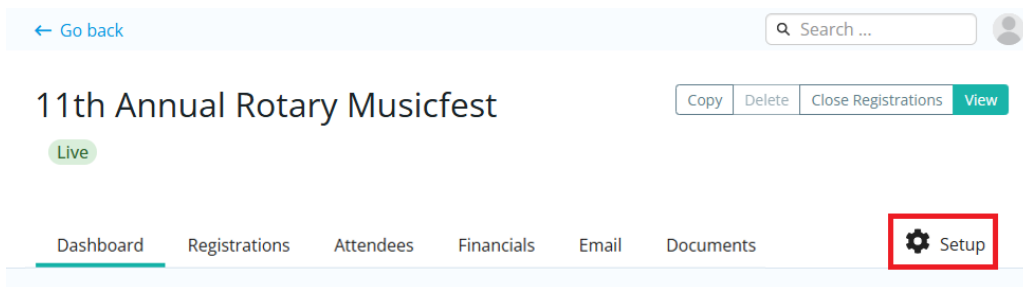


The screenshot shows the ClubRunner Nova interface. On the left is a dark navigation menu with the Rotary logo at the top. The menu items are: Home, My Club, Communication, Members & Contacts, Events (expanded), Events Home, Event Planner, MyEventRunner, Cloud Events (highlighted with a red box), Speakers, Calendar Items, Attendance, and Volunteers. The main content area has a light blue header with a 'Go back' link and a search bar. Below the header is a 'Site Administrators' section with tabs for Site Administrators, Executives, Editors, and Members. The main content area features a 'Welcome to Nova!' message with an illustration of people and a rocket, and two buttons: 'Visit Community' and 'Give Feedback'. Below this is an 'ENGAGEMENT' section with a 'Communication' link.

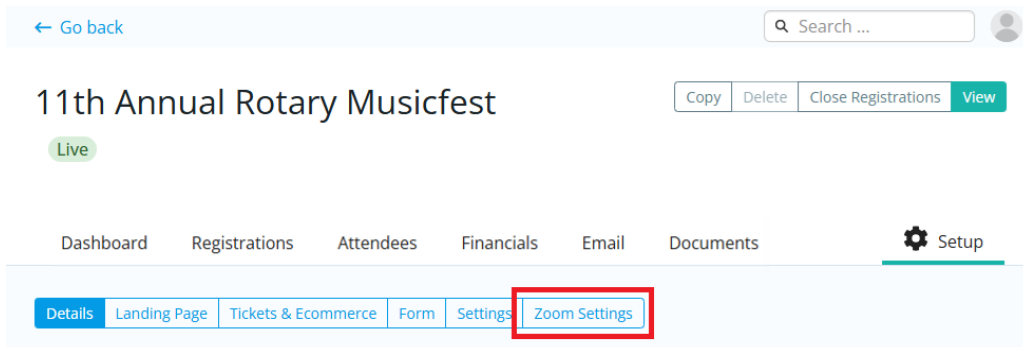
2. Click **Manage** on the event you would like to add the meeting to.




3. Near the top right-hand corner of the screen, click **Setup**.



4. Click the **Zoom Settings** button.



5. Click the **Add Zoom Link** button.


← Go back 🔍 Search ... 

11th Annual Rotary Musicfest Live

Copy Delete Close Registrations View

Dashboard Registrations Attendees Financials Email Documents ⚙️ Setup

Details Landing Page Tickets & Ecommerce Form Settings Zoom Settings



No Zoom Link

Add a Zoom meeting or webinar link to this event.

Add Zoom Link

6. In the Add Zoom Connection pop-up, you will have the following options:

Add Zoom Link ✕

Zoom Connection

Create new Zoom meeting

Link to existing Zoom meeting

Synchronize Existing Registrations

To ensure your existing registrations match between your Zoom meeting or Zoom webinar and ClubRunner, we recommend you synchronize the registration data. Please note that future registrations will still be synchronized, regardless of whether this option is selected.

Synchronize existing registration data (Recommended) ?

Do not synchronize existing registration data ?

Cancel Save

○ **Zoom Connection**

- **Create new Zoom meeting** - Creates a new Zoom meeting based on the current event's date and time. You cannot create a new Zoom meeting for events in the past.
- **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 event's date and time. Your connected Zoom account must have the webinar upgrade enabled to see this option.
 - **Link to existing Zoom webinar** - Allows an existing Zoom webinar to be connected to the event. Your connected Zoom account must have the webinar upgrade enabled to see this option.
 - **Registration Synchronization**
 - **Synchronize Existing Registration Data** - When selected, all current registrations within the selected event and Zoom meeting/webinar will be synchronized.
7. Once the Zoom connection has been configured, click on the **Save** button to finalize any changes and make the connection.
8. After a few moments, the connected Zoom meeting information will then be displayed under **Zoom Meeting Info**.

Dashboard Registrations Attendees Financials Email

Details
Landing Page
Tickets & Ecommerce
Form
Settings
Zoom Settings

ZOOM MEETING INFO

Synchronize Registrations

Meeting ID	96666774783 🔗
Host Email	support@clubrunner.ca
Meeting URL	https://zoom.us/s/96566774783
Registration URL	https://zoom.us/meeting/register/sl7YVWQgR6m98fa6i1Kv0A
Join URL	https://zoom.us/j/96566774783?pwd=GHWHEwOyRNdibVKpcjzc9idlllHO.1

- **Synchronize 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.

9. The **Zoom Meeting Settings** display the current Zoom meeting email notification settings. Log in to Zoom to manage these settings directly.

Dashboard Registrations Attendees Financials Email Documents **Setup**

Details Landing Page Tickets & Ecommerce Form Settings **Zoom Settings**

ZOOM MEETING INFO Synchronize Registrations

Meeting ID [9666774783](#)

Host Email support@clubrunner.ca

Meeting URL <https://zoom.us/s/96566774783>

Registration URL <https://zoom.us/meeting/register/s17YVQgR6m98fa6i1Kv0A>

Join URL <https://zoom.us/j/96566774783?pwd=GHVWHEwOyRNdibVkpjzc9idlIH0.1>

ZOOM MEETING SETTINGS

Send Confirmation Email to Registrants Yes

Registrant Email Notifications Yes

- **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 set up with a Zoom connection, any future registrations will be automatically synchronized between ClubRunner and the Zoom meeting/webinar. Registrations through the connected event will be automatically entered into the Zoom software, and synced with the connected event in ClubRunner.

Please note that Zoom events with multiple ticket types are not supported. If multiple tickets exist, the system will automatically register attendees using the first available ticket.