Add a Staff Profile to an Existing Athlete

Mavilyn Carlos - 2026-11-03 - Manage Your Team

Sometimes a member of your gym community needs access not just as an athlete, but also as a staff member. Great news—there's a way to easily add a Staff profile to an existing Athlete profile so the individual can function in both roles seamlessly.

Why This Matters

Many coaches, part-time workers, or volunteers start out as athletes. By adding a staff role to the same profile:

- They use one login for everything
- Their activity and history stay clean and consistent
- The user can toggle between the two accounts without logging in and logging out
- Permissions are applied correctly for their new responsibilities

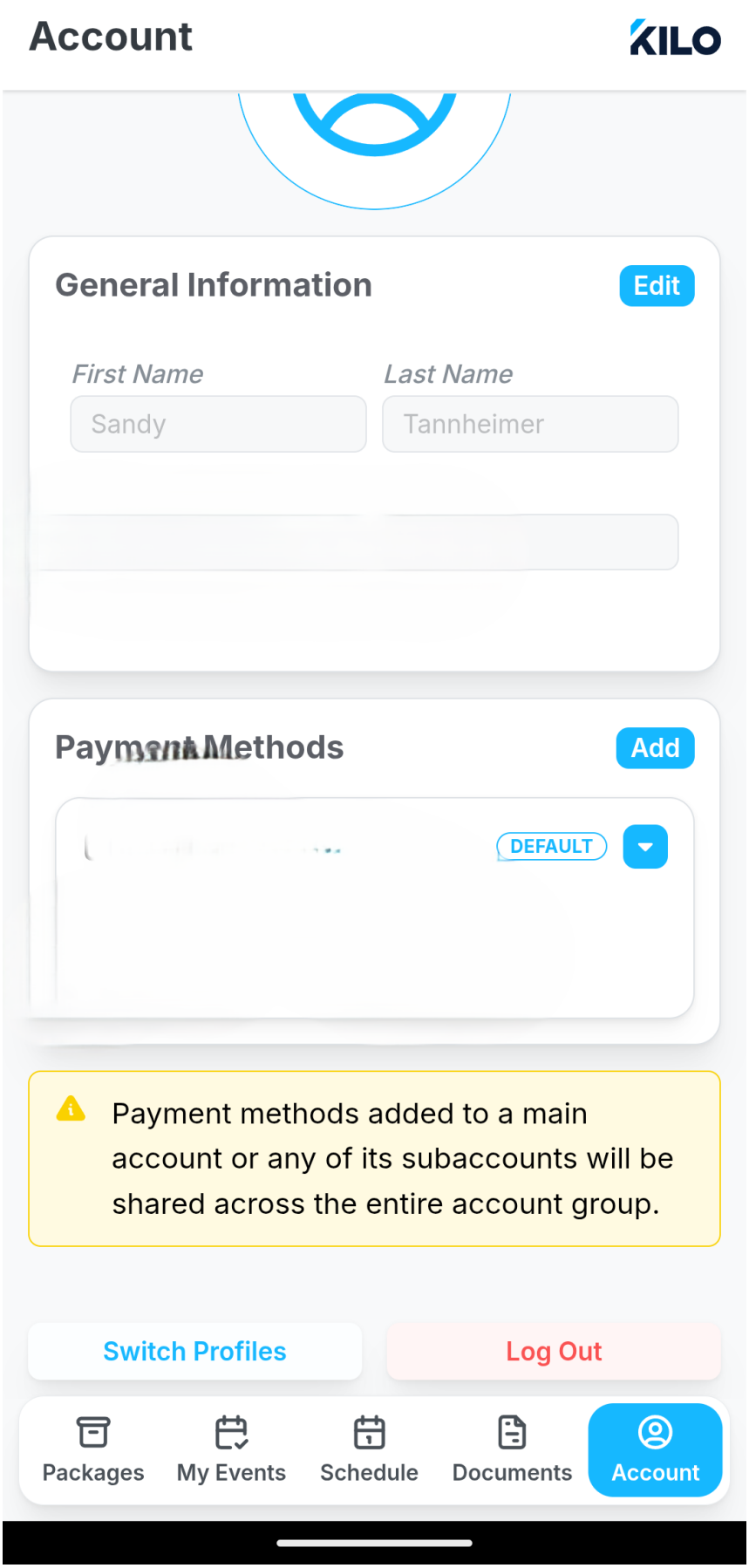
How to Add Members in Kilo who already has an Athlete profile

1. In your Kilo system, go to Users and click to drop down
2. Go to Staff
3. Select '+ Staff'
4. Enter the personal/contact information for the staff member
5. Use the same email address as the Athlete account for the Staff account
6. Set permissions for this staff member. See this Help Article for a breakdown of the permissions options.
7. Save

Toggle between the Staff and Athlete View for Connected Profiles

1. Staff can proceed to the **Account** option at the bottom right of their screen,

2. Click "**Switch Profiles**" button will be at the bottom of the screen,


Account
KILO
General Information
Edit
First Name
Last Name
Sandy
Tannheimer
Payment Methods
Add
DEFAULT
Payment methods added to a main account or any of its subaccounts will be shared across the entire account group.
Switch Profiles
Log Out
Packages
My Events
Schedule
Documents
Account

3. When clicked, "Switch Profiles" you will be directed to a **Select a Profile** page where both the primary account holder and all linked and dependent profiles can be viewed.

KILO

Select a profile

CrossFit Plainfield — ATHLETE
Sandy Tannheimer — Default

CrossFit Plainfield — STAFF
Sandy Tannheimer — Default

CrossFit Plainfield — ATHLETE
Hailey Tannheimer

CrossFit Plainfield — ATHLETE
Steve Tannheimer

Edit Login | Logout

4. The primary account holder can select one of the linked accounts.

5. The view of the athlete portal will then change to the Athlete view of Kilo GMS.

6. The view of the staff portal will change when profile selected.

7. Staff members can choose a default setting to open to upon login.

8. Back in the Account section, select "Switch Profiles" to return to the view of the primary account holder.

If you have further questions about Adding Staff Profiles in Kilo, please reach out to Support at hello@usekilo.com.

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