Add a Staff Profile to an Existing Athlete

Sandy Tannheimer - 2026-11-03 - Manage Your Team

You can **add a staff profile to an existing athlete profile** in Kilo GMS so one person can work at your gym as both an athlete and a staff member. Coaches, part-time staff, and volunteers who started out as athletes use the same login credentials for both profiles: the Kilo Members app for their athlete profile and the Kilo Staff app for their staff profile.

What you can do with connected staff and athlete profiles

- Give an existing athlete a staff role without creating a second account
- Use the same email address and password for both profiles
- Keep the person's athlete activity and history consistent
- Use the Kilo Members app as an athlete and the Kilo Staff app as a staff member
- Apply staff permissions that match the person's new responsibilities

---

How do I add a staff profile to an existing athlete?

1. Go to **Users → Staff**.
2. Click **+ Staff**.
3. Enter the staff member's personal and contact information.
4. Enter the same email address the person uses for their athlete profile.
5. Set the staff member's permissions.
6. Click **Save**.

   Note

   Using the same email address on the staff profile is what lets the person use one login for both their staff and athlete profiles.

Which app do I use for my staff and athlete profiles?

Your athlete profile and your staff profile each have their own app, and you log in to both with the same email address and password.

- **Kilo Members app:** log in here to use your athlete profile
- **Kilo Staff app:** log in here to use your staff profile

You don't need a separate password for your staff profile. Download the app for the profile you want to use and log in with the credentials you already have.

Frequently asked questions

Does a staff member who is also an athlete need a separate login?

No. When the staff profile uses the same email address as the athlete profile, the person logs in to both the Kilo Members app and the Kilo Staff app with the same email address and password. They use two different apps, but the same credentials work for both.

What permissions does the staff profile get?

The staff profile gets the permissions you set when you create it. Choose permissions that match the person's responsibilities at your gym.

Helpful tips

- Use the same email address on the staff profile as on the athlete profile
- Set permissions before saving so the new staff member has the right access from their first login
- Let new staff members know to download the Kilo Staff app and log in with the same credentials they use in the Kilo Members app

---

When this feature is most helpful

- An athlete becomes a coach at your gym
- An athlete picks up part-time work at the front desk
- A volunteer who trains at your gym needs staff access

If you have questions about staff profiles in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

- Tags
- Gym Management