



[Knowledge Base](#) > [The Kilo App for Athletes](#) > [Class & Appointment Reservations](#) > [Add Your Classes and Appointments to Your Personal Calendar](#)

Add Your Classes and Appointments to Your Personal Calendar

Laura Gibson - 2026-09-10 - [Class & Appointment Reservations](#)

When you reserve a class or book an appointment, your gym sends you a **confirmation email** that includes a calendar invitation. You can use it to put the class or appointment straight into your own calendar, so it sits alongside everything else in your week.

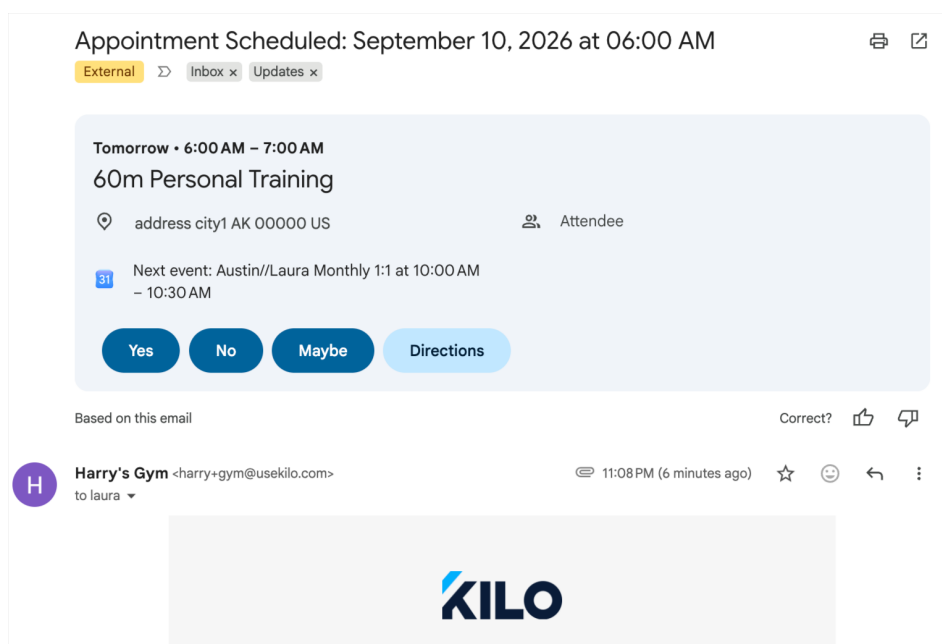
You do not need to connect your calendar to Kilo. This works the same way a flight booking or an event ticket does: the email itself carries the event.

What you can do

- Get a calendar invitation with every reservation confirmation
- Add a class or appointment to Google Calendar, Outlook Calendar, or Yahoo Calendar
- Let your email provider add the event for you, if it supports that

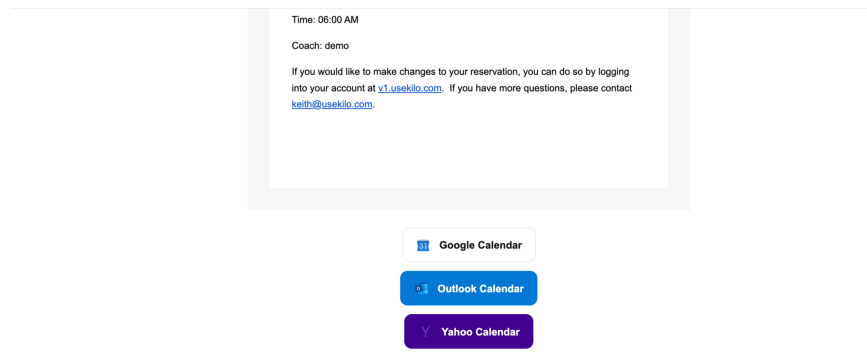
Add a class or appointment to your calendar

Some email providers recognize the event in your confirmation email and show it at the top of the message, with the date, time, and location already filled in, and buttons to say whether you are going. If your provider does that, the event is already on your calendar and there is nothing else to do.



If the event does not appear on its own, add it yourself.

1. Open the reservation confirmation email and scroll to the bottom.
2. Select **Google Calendar**, **Outlook Calendar**, or **Yahoo Calendar**.



The event is saved to your personal calendar.

Frequently asked questions

Do I need to connect my calendar to Kilo?

No. There is nothing to set up or link. The confirmation email contains a small calendar file that your email provider reads, which is why the event can appear without you connecting anything.

Which calendars does this work with?

Google Calendar, Outlook Calendar, and Yahoo Calendar. There is a button for each at the bottom of every confirmation email. Whether the event is also added automatically depends on your provider and your settings.

My events are not appearing in Google Calendar automatically. What should I check?

Check your Gmail settings for the option that lets events from Gmail be added to your calendar. With that turned off, the confirmation email still arrives and you can add the event yourself using the **Google Calendar** button at the bottom of the message.

I booked several classes at once and only got one calendar event. Why?

Calendar events are created for individual reservations, not for bulk bookings. This keeps a single booking session from filling your calendar with dozens of entries at once. Add the sessions you want to keep track of manually.

I did not get a confirmation email at all. What should I do?

Check your spam or junk folder first, and search your inbox for the class or appointment name. Confirmation emails come from your gym rather than from Kilo, so they may not be where you expect. If you still cannot find it, contact your gym administrator. They can confirm which email address is on your account and check that confirmation emails are being sent.

Helpful tips

- Open the confirmation email on the phone or computer where you keep your calendar, so the event lands in the right place

- Scroll to the bottom of the email if you do not see a calendar option, since the buttons sit below the reservation details
- Add sessions manually when you book several classes at once, since only individual reservations create calendar events
- Check your spam folder if a confirmation email has not arrived, since calendar invitations sometimes land there
- Contact your gym administrator if confirmation emails stop arriving altogether

If you have questions about your account, your membership, or the classes at your gym, contact your gym administrator. They manage your account in Kilo and can help you directly.

- Tags
- [Gym Management](#)