# Add Locations in Kilo GMS

Mavilyn Carlos - 2026-10-02 - Events: Classes, Appointments & Locations

**Locations** in Kilo GMS are the training spaces where your classes, appointments, and sessions take place. Adding them is optional, and their purpose is scheduling clarity: once each space exists as a location, your staff can look at the Calendar and see what is happening where, and which space is still free.

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## What you can do with locations

- Add each training space in your gym as its own location
- Assign a location to events as you add them to the Calendar
- Show staff which space a session is using and which spaces remain open
- Add a Zoom or Google Meet URL to a location
- Add as many locations as your gym needs

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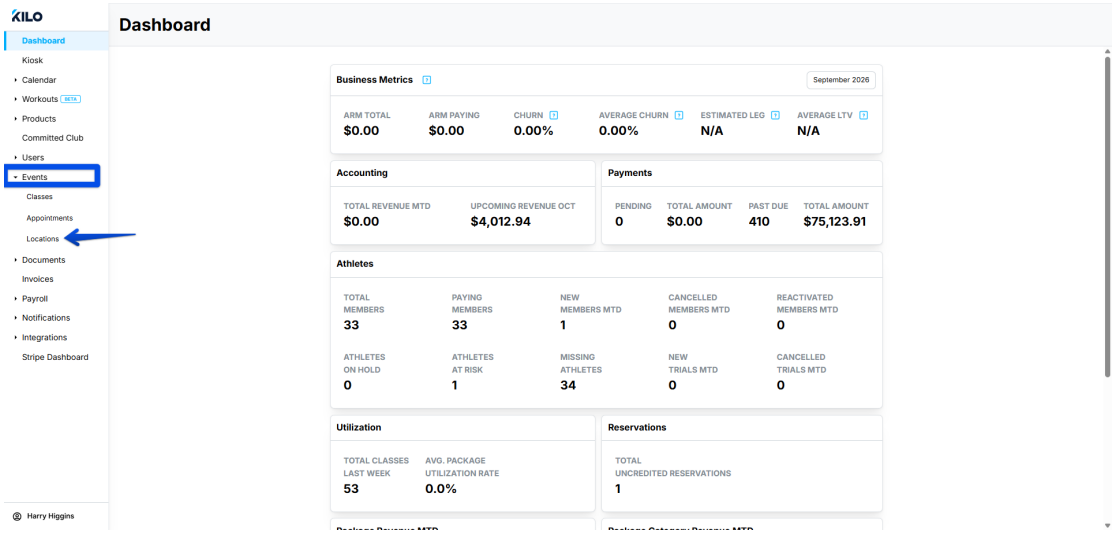
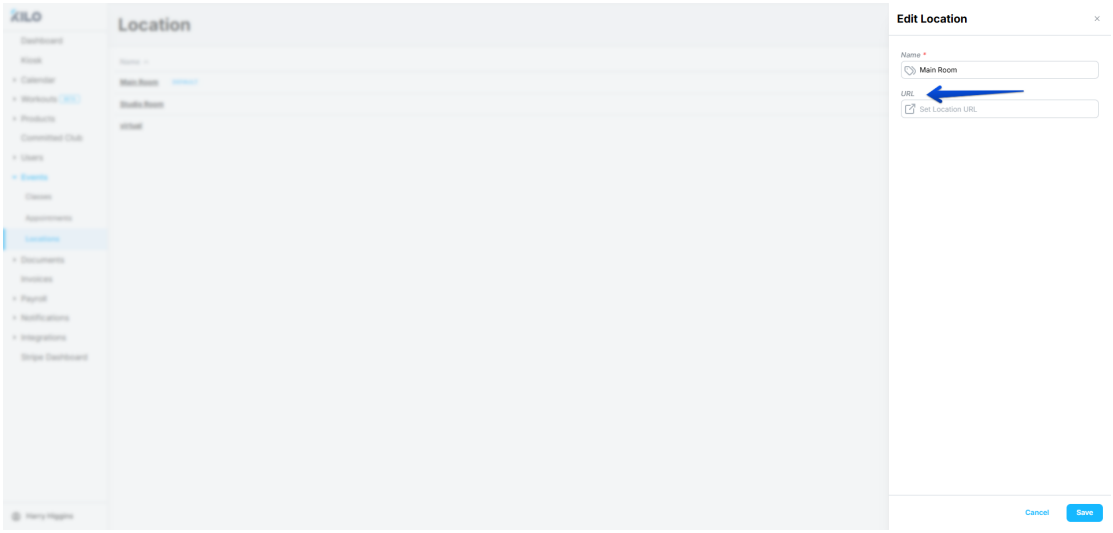
## How do I add a location?

1. Click **Events** in the left navigation bar.
2. Select **Locations**.




1. Click **+ Location** in the upper right.

2. Enter the location name.




Enter a Zoom or Google Meet URL if you need one. This step is optional.

1. Click **Save**, then repeat for each space.

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## What should I name my locations?

**Name each location the way your staff already refers to the space, so the Calendar reads at a glance.**

If your gym has one training area, one location is enough. Name it **Main Floor** or use the name of your gym.

If your gym has several training spaces, add each one separately. Common examples:

- Main Floor
- Turf Area
- PT Studio
- Consult Room
- Outdoor Space

The more specific the name, the more useful the Calendar becomes to the person scanning it.

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## Frequently asked questions

### Do I have to add locations?

**No. Locations are optional.** You can schedule classes and appointments without them. They exist to make scheduling clearer for your staff, so gyms with more than one training space get the most out of them.

### What if my gym only has one training space?

**Add a single location and name it for the space or for your gym.** Main Floor works, and so does your gym's name. Even one location gives your Calendar a consistent label.

### How many locations can I add?

**As many as your gym needs.** Add a separate location for every space you schedule sessions into.

### Where do locations appear once I add them?

**On the Calendar, attached to the events you assign them to.** When a session is on the schedule at a given date and time, staff can see which location it is using, which tells them whether the space they need is taken or available.

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## Helpful tips

- Add your locations before you start building your schedule, so a location is available to select on every event
- Name spaces the way your team already talks about them rather than inventing formal names
- Add a location even if you only have one space, so the Calendar is consistent
- Revisit your locations when you add or repurpose a training space

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## When locations are most helpful

- Running classes and personal training in different spaces at the same time
- Coordinating coaches who need to know which space is free
- Scheduling into a consult room or studio that only fits one session at a time
- Setting up your account before your first classes go on the Calendar

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

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