



[Knowledge Base](#) > [Gym Management Software](#) > [Events: Classes, Appointments & Locations](#) > [Add Locations](#)

Add Locations

Mavilyn Carlos - 2026-08-16 - [Events: Classes, Appointments & Locations](#)

Locations are an optional feature in Kilo, though their use can aid in clearer scheduling for your staff via the Kilo Calendar.

Many gyms will have one main training area for all sessions - you can add that location as "Main Floor" or even the name of your gym. Gyms that have several training spaces such as a PT Studio, Consult Room, and Outdoor Space will want to add each of those as a separate location. That way, as events specific to those locations are added to the Calendar in Kilo, your staff knows what is happening where and what space remains available for training.

Add Locations

1. Click on Events in the left navigation bar
2. Select 'Locations'
3. Click '+ Location' in the upper right
4. Enter the location name
5. Optional: enter Zoom or Google Meet URL
6. Save and repeat as needed

For further questions regarding Locations or Scheduling in Kilo, contact our Support team at hello@usekilo.com.