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Add New Event Types to Existing Packages

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With this feature, you can **add an event type to an existing package**—without needing to cancel or recreate the package from scratch.

What This Feature Does

Previously, if a client needed access to an additional class type not originally included in their package, you'd have to create a brand new package or wait for the existing package to renew. Now, with just a few clicks, you can update the existing package and **add new event types directly**.

□ Use Cases

- You launch a new class offering and want to allow existing package holders to access it.
- You're running an Event and want to provide current members access.
- A package was created and applied to Athletes and it was determined an event type was excluded.

How to Add a Class to an Existing Package

1. Navigate to Event

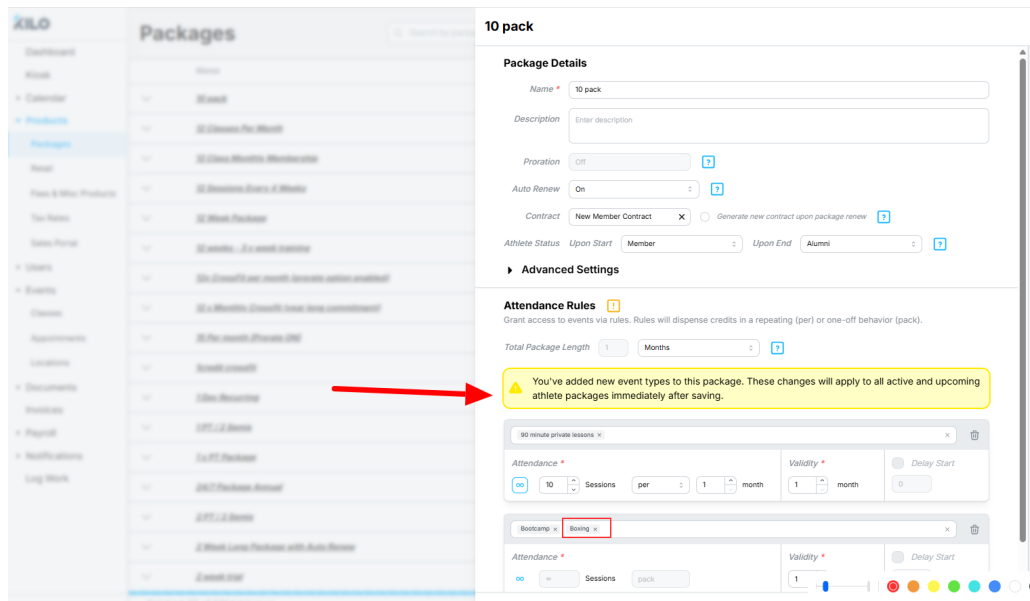
From your dashboard, go to the **Events** section and add the new Event type.

2. Navigate to Products —> Packages

Locate the **Package** and click on the package name, then click "**Edit Package**".

3. Add a Class(es)

Scroll to the **Attendance Rule** section. Select the additional class(es) you want to include in the package. You can select multiple if needed.



4. As soon as the new event is added, you will note the new pop up message: "You've added new event types to this package. These changes will apply to all active and upcoming athlete packages immediately after saving."

5. Save

If you have multiple package types that should gain access to the new event type, repeat the steps for each package. (i.e. Unlimited, 12x per month, 2x per week).

Note

Any changes made to credits, validity period, rollover, or attendance rules will only apply to new purchases or upon renewal. Active athlete packages will remain unchanged.

If you made an error and provided the wrong Event type, removing the event will not take place right away. Please be sure to review the event type added before saving.

If you have further questions about Packages, please send the details to our Support team at hello@usekilo.com.