Assign Workouts to Individual Athletes

Sandy Tannheimer - 2026-10-30 - Workout Tracker

Assigned workouts let you build individualized training plans for a specific athlete, separate from class programming. This gives coaches a dedicated space to program personal training, rehab, accessory work, or any athlete who needs something outside the regular class schedule.

This article walks through how to find an athlete, assign them a workout, edit or change an existing assignment, and what the athlete sees on their end.

What you can do with assigned workouts

- Assign a workout to a specific athlete from a template, a workout they've already been assigned, or from scratch
- Preview a workout before assigning it
- Control whether the athlete can see the workout before you're ready to reveal it
- Edit an assigned workout without changing the original template
- Replace an assigned workout with a different one
- Delete an assigned workout, with the option to save it as a template first
- View an athlete's classes and assigned workouts side by side on one calendar
- Jump straight to an athlete's full profile from their calendar

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How do I find an athlete and assign them a workout?

Go to Workouts → Programming → Athletes, select an athlete from the list, then click "+ Assign Workout" on the day you want.

1. Go to **Workouts → Programming → Athletes**.
2. Use the search bar to find the athlete, or sort the list alphabetically.
3. Click the athlete's name to open their calendar.
4. Click **+ Assign Workout** on an empty day, or click the **Assign Workout** button in the athlete info bar above the calendar.
5. Choose a workout in the modal that opens.

6. Click **Assign Workout** to confirm.

The workout card appears on the athlete's calendar for that date.

Choosing a workout in the Assign Workout modal

The modal gives you three ways to pick a workout:

- **Workout Templates** tab (default view): browse all saved templates, searchable and organized by name, assigned to, and scoring
- **Assigned Workouts** tab: reuse a workout already assigned to this athlete
- **+ Create New**: opens the Workout Builder so you can build a brand-new workout for this athlete.

  Note

  Templates marked with a **Draft** badge can still be assigned. Draft status only affects whether the template is published for general use elsewhere.

Previewing a workout before you assign it

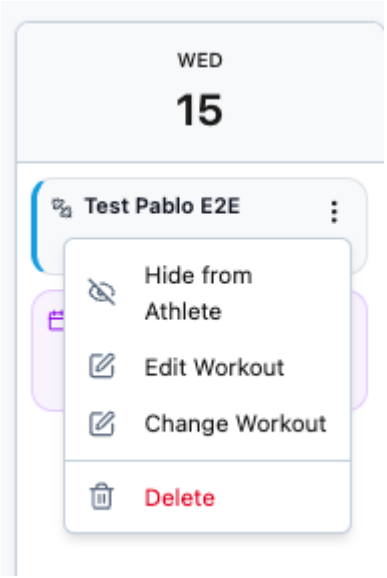
Click the workout's name in either list. A full preview opens in the same window, so there's no need to leave the Assign Workout modal. The preview shows:

- The workout name
- Any **Athlete Notes** you've added
- Each section (labeled A, B, C, and so on) with its movements, reps, loads, sets, and rounds
- Scoring type, including a **PB** badge if the workout tracks a personal best

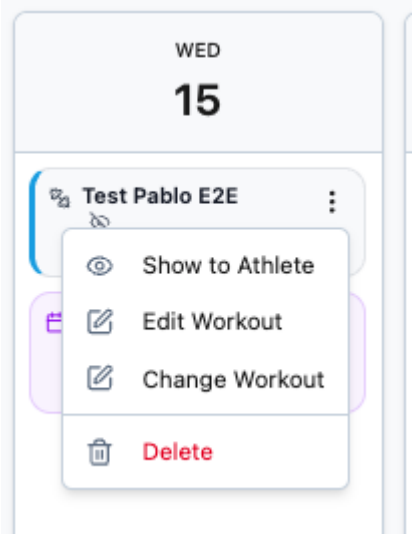
To go back and pick a different workout, click **← Back to list**. Your progress isn't lost.

Control whether the athlete can see a workout

Every workout card has a three-dot icon (⋮) that opens the card menu. The first option in that menu is **Hide from Athlete**, which switches to **Show to Athlete** once the workout is hidden. The same option appears in the card menu on both the **Athletes** and **Classes** tabs.



The action menu on the Classes tab, showing the "**Show to Athletes**" option.



You can also set visibility before you assign. The **Visible to athlete** toggle sits in the bottom-left corner of the Assign Workout preview, next to the **Cancel**, **Edit**, and **Assign Workout** buttons.

- **ON** (default): the workout appears in the athlete's **My Events** feed right away.
- **OFF**: the workout is saved to your calendar, but the athlete won't see it in their feed until you show it.

This is useful if you want to prepare a session in advance without the athlete seeing it before you're ready.

Warning

Workouts to Individual Athletes will be available only on the **Kilo - Members app.** If athletes are using the Kilo Gyms app, they will not see assigned workouts. The athlete needs to delete the Kilo Gyms app and download the Kilo - Members app, which is available for free on Apple Store and Google Play.

How do I edit, change, or delete an assigned workout?

Open the card menu with the three-dot icon (⋮) on the workout card. The menu lists **Hide from Athlete**, **Edit**, **Change**, and **Delete**, in that order.

Edit an assigned workout

Editing an assigned workout only changes that specific assignment. It never changes the source template it came from. Each time you assign a workout, Kilo saves a copy of it to that athlete's calendar, so edits to one don't affect the other.

1. Hover over the workout card and click the three-dot icon (⋮).
2. Select **Edit Workout**.
3. Make your changes in the Workout Builder, which opens pre-filled with the existing content.
4. Click **Save**.

You can also click **Edit** (pencil icon) directly from the workout preview footer.

Replace an assigned workout with a different one

Use **Change Workout** to swap in a different template or workout without deleting the original first.

1. Hover over the workout card and click the three-dot icon (⋮).
2. Select **Change Workout**.
3. Choose a replacement from the Assign Workout modal.
4. Click **Assign Workout** to confirm.

The replacement keeps the original workout's visibility setting. If the original was hidden from the athlete, the new workout is hidden too.



You can also click **Edit** (pencil icon) directly from the workout preview footer.

Note

The original workout isn't removed until you confirm the replacement. If you close the modal without selecting anything, the original assignment stays as it is.

Delete an assigned workout, with the option to save it first

1. Hover over the workout card and click the three-dot icon (⋮).

2. Select **Delete** (shown in red).

3. In the confirmation dialog, click **Cancel** to close the dialog and keep the workout on the calendar, **Save as Template** to save the content as a reusable template before deleting it, or **Delete** to permanently remove the workout right away.

Warning

Deleting a workout is permanent. The athlete won't see it anymore once it's gone. If there's any chance you'll want the content again, choose Save as Template instead.

Why can't I edit or delete an assigned workout?

Once the athlete logs results for a workout, Hide from Athlete, Edit, Change, and Delete are disabled in the card menu. This applies on both the **Athletes** and **Classes** tabs.

The date of the workout doesn't affect this. A workout on a past date stays fully editable until results are logged against it.

Work with an athlete's calendar

Select the athlete from the Athletes tab. Their calendar shows both classes and assigned workouts in one view. From the calendar header, you can:

- Switch between **Month**, **Week** (default), and **Day** views
- Toggle **Classes** and **Appointments** on or off independently to focus on one or the other
- Click any workout card to preview it, or click an empty day to assign a new one
- Collapse the athlete list with the icon at the left of the calendar header, giving the calendar the full width of the page

This gives you a full picture of an athlete's weekly training load: everything on their schedule, alongside the workouts you've assigned.

To open the athlete's full profile, click their name in the athlete info bar above the calendar. Their profile shows their packages, invoices, attendance, payment methods, and more, without needing to leave the Programming section to search for them again.

Note

Note: When staff assigns a workout to one athlete (a personal training or 1:1 workout), only the athlete can enter the score in the Kilo Members app in this first release. Future releases will allow Coaches/Staff to log results.

What the athlete sees in the Kilo - Members app

Assigned workouts show up in the athlete's My Events feed on Kilo - Members app only and are marked with an ASSIGNED badge so they're easy to tell apart from class reservations. On each day, an assigned workout is labeled **All day** and pinned above that day's classes. Athletes can:

- See assigned workouts grouped by date under **Upcoming** and **Past** tabs, alongside their class

reservations

- Tap a workout to see the full breakdown: sections, movements, reps, loads, and scoring
- Tap **Log Results** to record how it went, starting from the beginning of the day the workout is assigned to
- Tap **View/Update Results** if they've already logged it

Note

If a workout is hidden from the athlete, it won't appear in their feed until you show it.

Assigned workouts will not be visible via the web browser.

Assigned workouts vs. class programming: which should you use?

	Assigned Workouts (Athletes tab)	Class Programming
Best for	Individualized training: rehab, accessory work, personal plans	Group training tied to a scheduled class
Who sees it	One specific athlete	Everyone booked into the class
Where you build it	Workouts → Programming → Athletes	Workouts → Programming → Classes
Visibility control	Visible by default, can be hidden	Visible by default, can be hidden
Editing after assignment	Edits apply only to that athlete's copy	Edits apply to everyone in the class

If you're training one athlete outside of a class, use Assigned Workouts. If you're programming for a scheduled group session, use Class Programming.

Frequently asked questions

Is the athlete notified when I assign, edit, hide, or delete a workout?

No. Assigning, editing, hiding, or deleting an assigned workout never sends the athlete a notification. If an athlete needs to know about a change, reach out to them directly.

Can I assign more than one workout to the same day?

Yes. You can assign as many workouts as you need to a single day. They stack on the athlete's calendar in the order you assigned them.

What happens to an assigned workout if I edit the original template later?

Nothing. Assigned workouts are a snapshot, so editing the source template afterward does not affect workouts you've already assigned. If you want the same change reflected on an athlete's calendar, update that specific assignment using **Edit Workout**.

Can I assign a workout to a past date?

Yes. If you assign a workout to a date that's already passed, it appears in the athlete's Past tab instead of Upcoming, and the athlete can still log their results against it.

Helpful tips

- Use **Save as Template** before deleting any workout you might want to reuse. Once it's deleted, the content is gone for good.

- Turn **Visible to athlete** off if you want to build out a training plan in advance without the athlete seeing it until game day.
- Remember that editing a template later won't update workouts you've already assigned. If you need the change to show up for an athlete, edit that specific assignment.
- Use **Change Workout** instead of deleting and reassigning when you just need to swap in a different workout for the same day.
- Make any edits before the athlete logs results. After that, the workout is locked.
- Toggle **Classes** off in the calendar header when you want to focus purely on an athlete's personal workout schedule.
- Collapse the athlete list when you're planning a full month and want more room on the calendar.

When this feature is most helpful

- Building a personalized program for an athlete going through rehab or recovery
- Programming peaking cycles or accessory work for athletes outside of class time
- Giving semi-private or 1-on-1 coaching athletes a structured place to see and log their workouts
- Preparing a training plan in advance without revealing it to the athlete right away
- Keeping a clear line between an athlete's class schedule and their individualized training

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

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