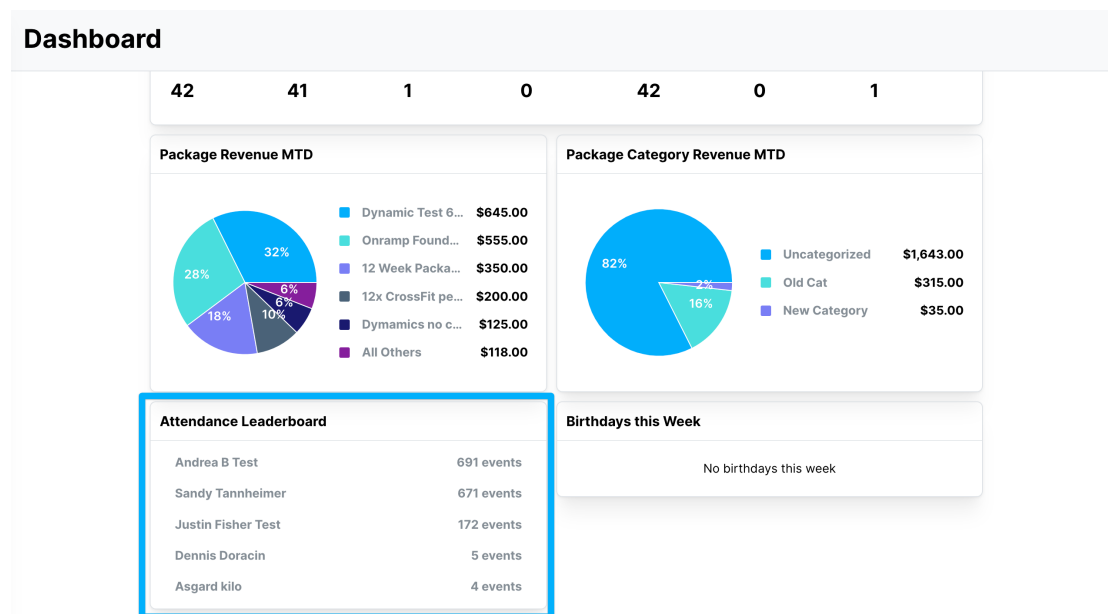




[Knowledge Base](#) > [Gym Management Software](#) > [Reports](#) > [Attendance Reports](#)

Attendance Reports

Laura Gibson - 2026-09-07 - [Reports](#)



The "Athletes Attending Most Events" report on the Dashboard is the gateway to attendance reporting in Kilo.

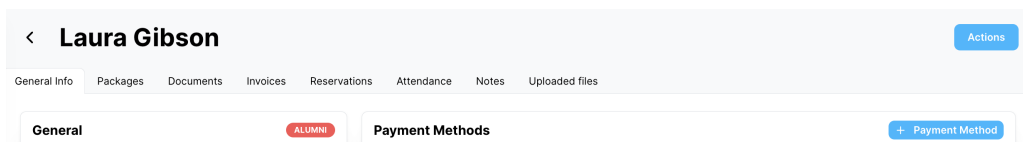
- The numbers appearing on the Dashboard directly are representative of *current Members* and their cumulative attendance totals.
- When you click on the report, the all-time Attendance Report for *current Members* will open.
- This report can be filtered by date range using the date picker field.
- You can also reorder the report by utilizing the arrows beside the Attendance Total and Reservations Total columns.

< Athlete Attendance 								
			Select date range		Select statuses			
Name	Status	Email	Class Attendance	Class Reservations	App Attendance	App Reservations	Total Attendance	Total Reservations
Andrea B Test	Member		0	3	0	0	691	694
Sandy Tannheimer	Visitor		0	0	0	0	671	469
Justin Fisher Test	Member		0	0	0	0	172	172
Dennis Doracin	Member		5	9	0	1	5	10
Asgard kilo	Member		4	0	0	0	4	0
Product Cycle Credits	Prospect		0	0	0	0	2	14
Harrison Stripe	Member		0	0	0	0	2	1
cody athlete	Member		1	7	0	1	1	8

Refreshing the Attendance Report: Because the Attendance report contains a large amount of data, it's a good idea to refresh it regularly to keep it up to date. To do this, click the refresh or reload button in your web browser (the circular arrow near the web address at the top of your screen).

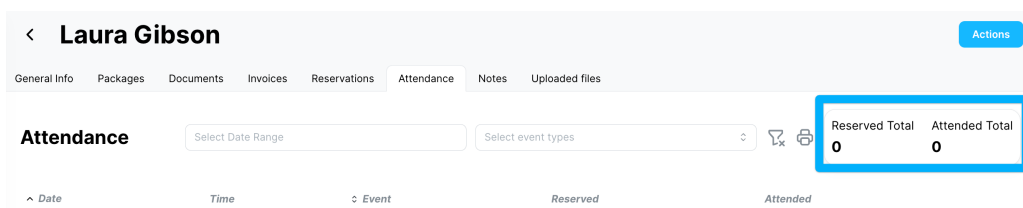
Off-Dash Attendance Reporting

- Within each Athlete Profile, attendance is tracked for the individual athlete in the Attendance tab.



Attendance Milestones and Automation

- You may set up automated notifications to staff when Athletes reach specific attendance milestones. For detailed instructions on how to create Milestone notifications, please refer to this [help article](#) for assistance with the setup. Each milestone will require it's own notification (i.e. 25, 50, 100, etc.).
- You may also use the totals tracker Attendance Report to track these milestones manually.



- The Kilo team does plan to add further capabilities for utilizing these reports in the future.

If you have further questions regarding Attendance Reports in Kilo, please contact the Support team at hello@usekilo.com.