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Attendance Reports

Laura Gibson - 2026-09-18 - [Reports](#)

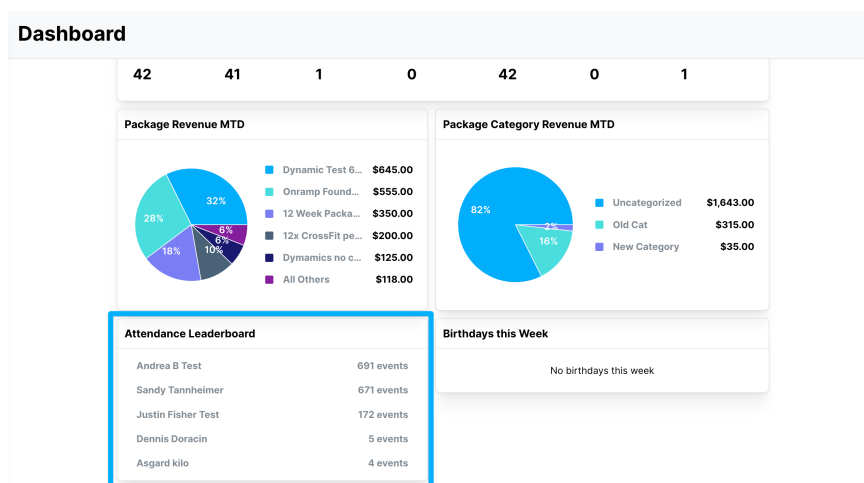
The **Athletes Attending Most Events** report on your Dashboard opens the full **Athlete Attendance** report in Kilo GMS, where you can see how often each athlete reserves and attends. Attendance is broken out between classes and the app, filtered by event type, date range, and athlete status, and exported when you need it outside the system.

What you can do with the attendance reports

- See class, app, and total attendance counts for every athlete
- Compare an athlete's reservations against the sessions they actually attended
- Filter the report by event type, date range, or athlete status
- Sort by name, email, total attendance, or total reservations
- Export the report from the report screen
- Review one athlete's upcoming reservations and past attendance on their profile

How do I open the Athlete Attendance report?

1. Go to **Dashboard**.
2. Find the **Athletes Attending Most Events** report.



3. Click the report to open it.

The full **Athlete Attendance** report opens.

Name	Status	Email	Class Attendance	Class Reservations	App Attendance	App Reservations	Total Attendance	Total Reservations	Current Packages
	Member		459	582	2	8	461	590	
	Member		434	490	1	1	435	491	
	Member		422	574	1	3	423	577	
	Member		413	566	5	7	418	593	
	Member		401	438	0	0	401	438	
	Member		380	423	0	0	380	423	
	Alumni		281	334	0	0	281	334	
	Member		277	329	0	0	277	329	
	Member		263	338	0	0	263	338	
	Member		257	333	1	4	258	337	
	Alumni		236	271	0	0	236	271	
	Member		214	263	1	2	215	265	
	Member		204	250	0	0	204	250	
	Member		204	249	0	0	204	249	
	Member		201	276	0	0	201	276	
	Member		197	209	0	0	197	209	

What the Athlete Attendance report shows

Each row is one athlete. The columns are:

- **Name, Status, and Email**, identifying the athlete and the status they currently hold
- **Class Attendance and Class Reservations**, covering sessions on your schedule
- **App Attendance and App Reservations**, covering activity through the app
- **Total Attendance and Total Reservations**, combining the class and app figures
- **Current Packages**, showing what the athlete is presently on

Comparing an athlete's reservations against their attendance is the quickest way to spot someone who books consistently and shows up inconsistently.

How do I filter, sort, and export the report?

The filter bar sits across the top of the report.

- **Select event types** narrows the report to particular classes or appointment types.
- **Select date range** limits the counts to a specific period rather than all time.
- **Select statuses** controls which athletes appear. Use it to include athletes who have moved to **Alumni**, or to restrict the report to current members only.

To clear everything you have applied, click the **clear filters** icon to the right of the filter bar.

To sort, click the arrows beside **Name, Email, Total Attendance**, or **Total Reservations**.

To export, click the **printer icon** in the upper right corner of the report.

Note

The attendance report holds a large amount of data. Refresh it regularly using your browser's reload button, the circular arrow near the web address at the top of your screen, so you are working from current numbers.

Where do I see one athlete's attendance?

An athlete's own record is split across two tabs on their profile: **Reservations** for what is still ahead of them, and **Attendance** for what has already happened. Open the athlete's profile and select either tab.

Reservations tab

The **Reservations** tab lists the athlete's upcoming bookings, with the date, time, event, coach, weekday, and whether each reservation is reserved, attended, bulk added, and credited.

You can select reservations using the checkboxes and remove them with the **Delete** button, or delete a single row using the trash icon at the end of it.

The screenshot shows the 'Reservations' tab for a user named 'Michael Williams'. The interface includes a sidebar with navigation options like Dashboard, Kiosk, Calendar, Workouts, Products, and Users. The main content area has a header with filters for weekdays, reservation type, date range (2025 Sep 18 -), and event types. Below the header is a table with columns: Date, Time, Event, Coach, Reserved, Attended, Weekday, Bulk Added, Credited, and Delete. The table lists five reservations for CrossFit sessions on Monday through Friday, all marked as 'Reserved'.

	Date	Time	Event	Coach	Reserved	Attended	Weekday	Bulk Added	Credited	Delete
☐	09/21/2026	5:00 AM	CrossFit	—	☒	☐	Monday	☐	☒	
☐	09/22/2026	5:00 AM	CrossFit	—	☒	☐	Tuesday	☐	☒	
☐	09/23/2026	5:00 AM	CrossFit	—	☒	☐	Wednesday	☐	☒	
☐	09/24/2026	5:00 AM	CrossFit	—	☒	☐	Thursday	☐	☒	
☐	09/25/2026	4:30 PM	CrossFit	—	☒	☐	Friday	☐	☒	

Attendance tab

The **Attendance** tab lists past sessions in the same format, with **Reserved Total** and **Attended Total** displayed in the upper right so you can see both figures side by side. Rows where the athlete reserved and did not attend show clearly against the ones they made.

The screenshot shows the 'Attendance' tab for the same user. The header includes filters for weekdays, reservation type, date range, and event types. In the top right corner, it displays 'Reserved Total 590' and 'Attended Total 461'. The table has the same columns as the Reservations tab. It lists 15 past sessions. Each row has checkboxes for 'Reserved' and 'Attended'. Most sessions are marked as both reserved and attended, but some show only 'Reserved' or only 'Attended'.

	Date	Time	Event	Coach	Reserved	Attended	Weekday	Bulk Added	Credited	
☐	09/14/2026	5:00 AM	CrossFit	—	☒	☒	Monday	☐	☒	
☐	09/17/2026	4:30 PM	CrossFit	—	☒	☒	Friday	☐	☒	
☐	09/16/2026	4:30 PM	CrossFit	—	☒	☒	Thursday	☐	☒	
☐	09/09/2026	5:00 AM	CrossFit	—	☒	☒	Wednesday	☐	☒	
☐	09/08/2026	5:00 AM	CrossFit	—	☒	☒	Tuesday	☐	☒	
☐	09/04/2026	4:30 PM	CrossFit	—	☒	☒	Friday	☐	☒	
☐	09/03/2026	4:30 PM	CrossFit	—	☒	☒	Thursday	☐	☒	
☐	09/02/2026	5:00 AM	CrossFit	—	☒	☐	Wednesday	☐	☒	
☐	09/01/2026	5:00 AM	CrossFit	—	☒	☐	Tuesday	☐	☒	
☐	08/31/2026	4:30 PM	CrossFit	—	☒	☐	Monday	☐	☒	
☐	08/28/2026	4:30 PM	CrossFit	—	☒	☐	Friday	☐	☒	

Both tabs filter by weekday, reservation type, date range, and event type, and both export using the **printer icon**.

You want to know

- What the athlete has booked for the coming weeks
- Whether the athlete has been showing up
- How many sessions the athlete has reserved and attended in total
- Which upcoming bookings to cancel on the athlete's behalf

Use the tab

- Reservations
- Attendance
- Attendance
- Reservations

How do I track attendance milestones?

You have two options, and they work well together.

Automated staff notifications. You can set up a notification that alerts your staff when an athlete reaches a specific attendance milestone. Each milestone needs its own notification, so a gym tracking 25, 50, and 100 visits would build three.

Manual tracking. Sort the Athlete Attendance report by **Total Attendance** and you can see at a glance who is approaching a milestone.

Helpful tips

- Sort by **Total Attendance** before a monthly check-in so you can recognize athletes nearing a milestone.
 - Use **Select statuses** deliberately. Including Alumni gives you lifetime history; excluding them keeps the report focused on athletes you can still act on.
 - Compare **Reserved Total** against **Attended Total** on an athlete's Attendance tab when you suspect a no-show pattern.
 - Refresh your browser before reading the report closely, especially first thing in the morning.
 - Use the date range filter to compare a single month against the all-time view when you want to see recent momentum rather than lifetime totals.
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If you have questions about attendance reports in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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