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Export Your Data Before Canceling Your Previous System

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Before you cancel your current gym management system, take some time to review what data you want to **export and save**. Some of it can be imported into Kilo GMS, and some of it will only exist wherever you store it yourself, such as a spreadsheet or your own cloud storage.

What data should I export before canceling my current system?

Former member information

Kilo GMS only imports active members. If you want to keep records of past members for potential re-engagement or historical reference, export that data before you cancel your current system.

Old contracts and waivers

Your current system may store signed contracts, waivers, or liability releases. If your provider allows it, download and save these documents so you have a backup.

Billing and payment history

Some gyms prefer to keep records of past transactions, invoices, or payment disputes. This information does not transfer into Kilo GMS, so export your financial data if you want to keep it.

Workout tracking and performance data

If your current system tracks athlete progress, such as PRs, assessments, or workout logs, decide whether you need to save or transfer that data.

How do I import my attendance history into Kilo GMS?

Attendance records are valuable for tracking athlete engagement and progress, and there is a structured way to bring them into Kilo GMS.

Note

Attendance history is not imported automatically from all providers. If you want to keep yours, plan for the export and import before your current system is canceled.

1. Work with your current provider to export attendance records for your active members.
2. Ask your Onboarding Advisor for the CSV template and formatting guidelines. Kilo GMS requires attendance data in a specific CSV format for the import to run.
3. Format your exported data to match the template, including all of the required fields.
4. Send the completed CSV file to our team for review and import into your Kilo GMS system.

Get help deciding what to keep

If you are unsure about which data you should or should not hold on to, your Onboarding Advisor can help you work through it. Taking these steps before you cancel your current system gives you a smoother transition and the essential data you need.

If you have questions about exporting your data before canceling your previous system in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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