



[Knowledge Base](#) > [Gym Lead Machine](#) > [Calendars](#) > [Book Outside Scheduled Availability in GLM](#)

Book Outside Scheduled Availability in GLM

Mavilyn Carlos - 2026-10-08 - [Calendars](#)

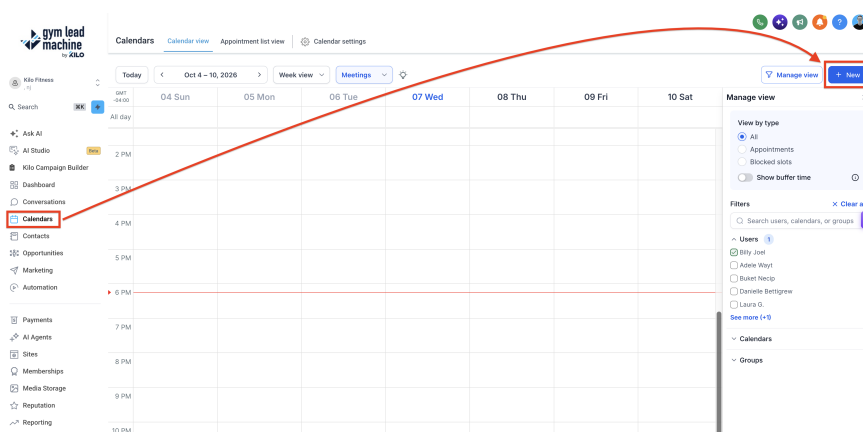
In Gym Lead Machine, there are three main ways to **book appointments outside of a user's set availability**: via calendars, opportunities, or directly from a contact's profile. Users within the system can also book appointments on behalf of other team members.

Note: Before scheduling custom appointments for others, make sure you have approval from your teammates or the gym admin.

All paths lead to the same appointment pop-up. Start with whichever entry point suits you, then follow the shared booking steps below.

How Do I Book an Appointment via Calendars?

1. **Navigate to Calendars.** Go to the **Calendars** option in the left menu of your Gym Lead Machine account.
2. **Initiate the appointment booking.** Click the **+ New** button in the upper right corner.



3. **Select or add a contact.** In the pop-up window, search for and select the contact for whom you want to book an appointment. If the contact isn't in Gym Lead Machine yet, click **Add new** to enter their information.
4. **Choose the correct calendar.** Select the appropriate calendar for the appointment.
5. **Assign a team member (optional).** To assign a specific team member, use the **Team Member** field. If left on **Calendar Default**, the system will display the first available slots for all team members assigned to that calendar. Selecting a specific team member updates the available time slots to reflect their availability.

Book appointment

Appointment | Blocked off time

Calendar: Athlete Check-In

Appointment title: Athlete Check-In w/ {{contact.name}}

Add description

Team member: Tom Regier

Date & time

Showing slots in this timezone: (Account timezone)

GMT-04:00 America/New_York (EDT)

Default | Custom

Date: Thu, Oct 8th, 2026

Slot: 9:00 AM - 9:30 AM

Meeting location

Status: ☒ Confirmed

Cancel | **Book appointment**

Select Contact *

Search by name, email, or phone

Contact

Kilo Test

Oct 8, 9:00 AM - 9:30 AM

Contact's local time (America/New_York)

Internal notes

+ Add internal note

6. **Select the Custom appointment type.**

Book appointment

Appointment | Blocked off time

Athlete Check-In w/ {{contact.name}}

Add description

Team member: Tom Regier

Date & time

Showing slots in this timezone: (Account timezone)

GMT-04:00 America/New_York (EDT)

Default | **Custom**

Date: Thu, Oct 8th, 2026

Slot: 9:00 AM - 9:30 AM

Meeting location

☒ Calendar default
As configured in the calendar

☐ Custom
Set specific to this appointment

Status: ☒ Confirmed

Cancel | **Book appointment**

Select Contact *

Search by name, email, or phone

Contact

Kilo Test

Oct 8, 9:00 AM - 9:30 AM

Contact's local time (America/New_York)

Internal notes

+ Add internal note

7. **Set the date and time.** For Custom appointments, use the date and time menus to create the desired appointment slot. Remember, all custom appointments default to 30 minutes, so adjust the start and end times if necessary.
8. **Finalize the appointment.** Click the blue **Book Appointment** button at the bottom right of the pop-up to save the appointment.

Book appointment

×

AppointmentBlocked off time

Athlete Check-In w/ {{contact.name}}

Add description

Team member

Tom Regier

Date & time

Showing slots in this timezone: (Account timezone)

GMT-04:00 America/New_York (EDT)

Default

Custom

Date

Thu, Oct 8th, 2026

Slot

9:00 AM – 9:30 AM

Meeting location

☒ Calendar default

As configured in the calendar

☐ Custom

Set specific to this appointment

Status :

Confirmed

▼

Cancel

Book appointment

Select Contact *

Search by name, email, or phone

Contact

Kilo Test

Oct 8, 9:00 AM – 9:30 AM

Contact's local time (America/New_York)

Internal notes

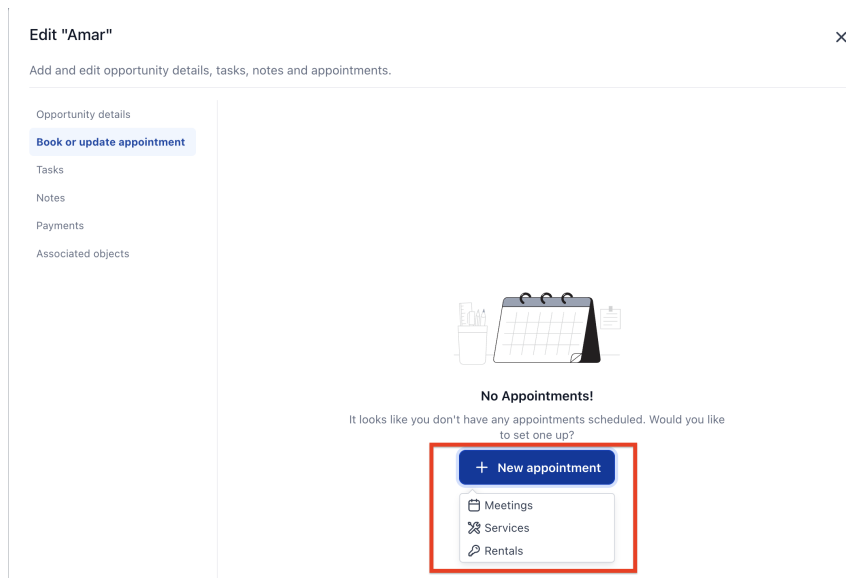
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How Do I Book an Appointment via Opportunities?

- Navigate to Opportunities.** Go to the **Opportunities** option in the left menu of your Gym Lead Machine account.
- Find the correct opportunity card.** Search for or locate the opportunity card for the contact needing the appointment.
- Initiate the appointment booking.** Click the grey calendar icon at the bottom of the opportunity card.

- Click +New Appointment** and choose the appropriate calendar type (Meetings, Services, or Rentals).

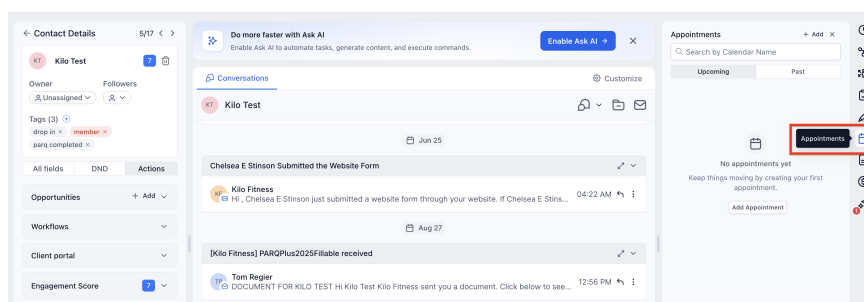
NOTE: All default GLM calendars will be “Meeting” calendars



5. **Complete Steps 5 through 8 above from** How Do I Book an Appointment via Calendars?

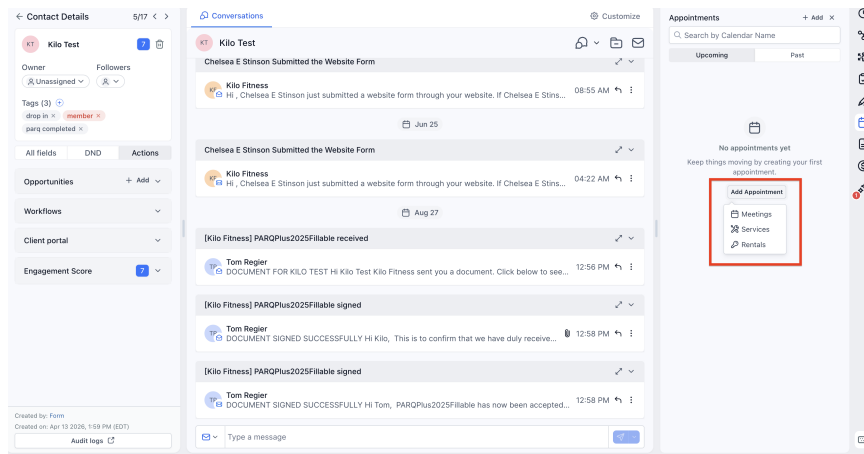
How Do I Book an Appointment via Contacts?

1. **Navigate to Contacts.** Go to the **Contacts** option in the left menu of your Gym Lead Machine account.
2. **Find and select the contact.** Search for the contact needing an appointment.
3. **Click the calendar icon.** Find "Appointments" in the right-hand navigation.



4. **Click +New Appointment** and choose the appropriate calendar type (Meetings, Services, or Rentals).

NOTE: All default GLM calendars will be "Meeting" calendars



5. Complete Steps 5 through 8 above from How Do I Book an Appointment via Calendars?

By following these steps, you can easily book custom appointments for contacts outside of the standard availability in Gym Lead Machine. Remember to coordinate with your team to avoid scheduling conflicts and ensure all members are on the same page.

If you have questions about booking outside scheduled availability in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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