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Book Outside Scheduled Availability in GLM

Mavilyn Carlos - 2026-07-25 - [Calendars](#)

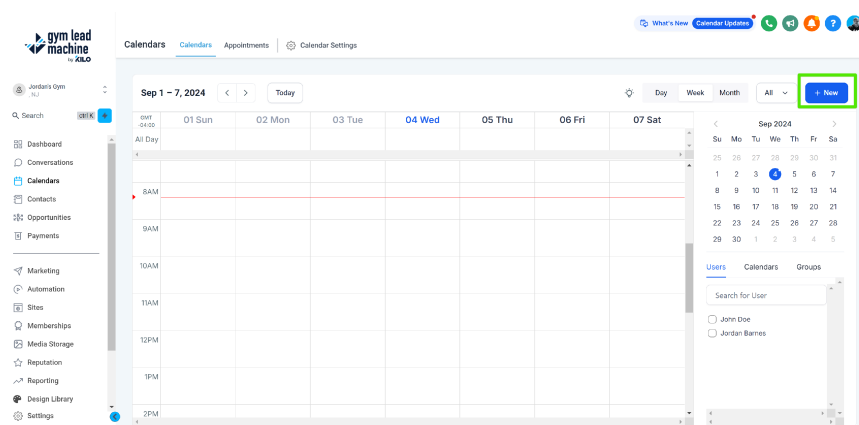
In Gym Lead Machine, there are two main ways to **book appointments outside of a user's set availability**: through the Calendars option or directly from a contact's profile. Users within the system can also book appointments on behalf of other team members.

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

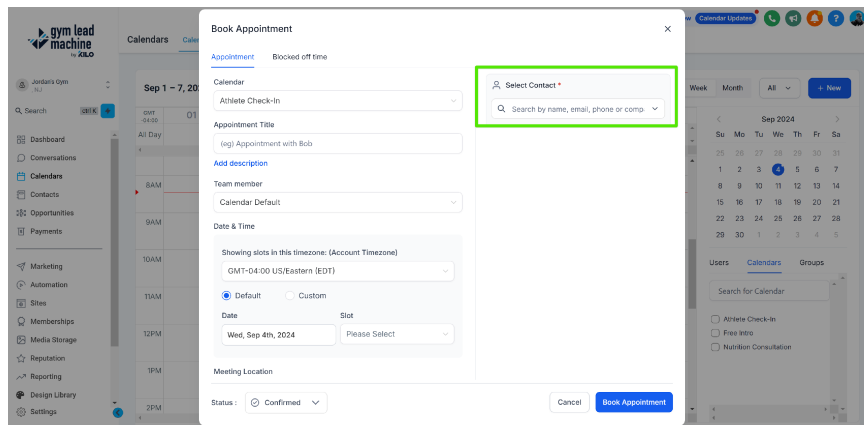
Both paths lead to the same appointment pop-up. Start with whichever entry point suits you, then follow the shared booking steps below.

How Do I Start a Booking from 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 located in the upper right corner.



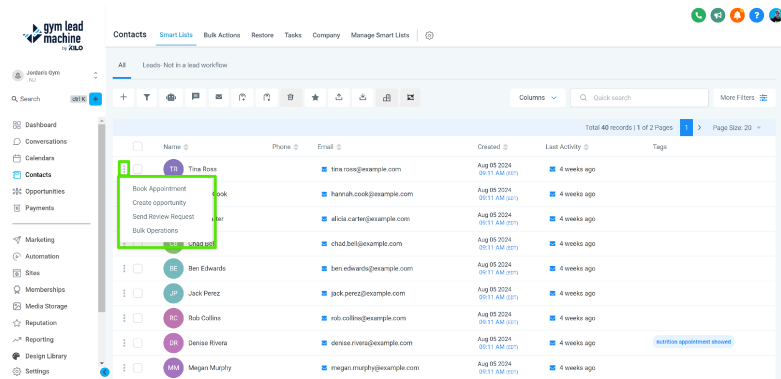
3. **Select or add a contact.** When the pop-up appears, search for and select the contact you wish to book an appointment for. If the contact is not in Gym Lead Machine, click **Add new contact** to enter their information.



Then continue with the booking steps below.

How Do I Start a Booking from 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 who needs an appointment.
 - For quick access, click the three dots next to the contact's name and select **Book Appointment**.



- Alternatively, if you are in the contact's profile, click the **Appointments** icon on the far right (vertical menu) and then click **+ Add New**.

The pop-up will automatically assign the appointment to the selected contact. Then continue with the booking steps below.

How Do I Book the Custom Appointment in the Pop-Up?

Once the appointment pop-up is open, the steps are the same no matter where you started.

1. **Choose the appropriate calendar.** Select the correct calendar for the appointment from the options provided.

Book Appointment

Appointment Blocked off time

Calendar: Athlete Check-In

Appointment Title: (eg) Appointment with Bob

Team member: Calendar Default

Date & Time: Showing slots in this timezone: (Account Timezone) GMT-04:00 US/Eastern (EDT). Default selected. Date: Wed, Sep 4th, 2024. Slot: Please Select.

Meeting Location:

Status: Confirmed

Buttons: Cancel, Book Appointment

2. **Assign a team member (optional).** To assign a specific team member to the appointment, use the **Team Member** field. If left on **Calendar Default**, Gym Lead Machine will display the first available slots for all team members assigned to that calendar. Choosing a specific team member will adjust the available time slots to reflect that person's availability.

Book Appointment

Appointment Blocked off time

Calendar: Athlete Check-In

Appointment Title: (eg) Appointment with Bob

Team member: Calendar Default

Date & Time: Showing slots in this timezone: (Account Timezone) GMT-04:00 US/Eastern (EDT). Default selected. Date: Wed, Sep 4th, 2024. Slot: Please Select.

Meeting Location:

Status: Confirmed

Buttons: Cancel, Book Appointment

3. **Set a custom time slot.** In the Date and Time section, choose the **Custom** option to manually select a time slot, then use the date and time menus to set the desired appointment time.

Book Appointment

Appointment Blocked off time

Calendar: Athlete Check-In

Appointment Title: (eg) Appointment with Bob

Team member: default

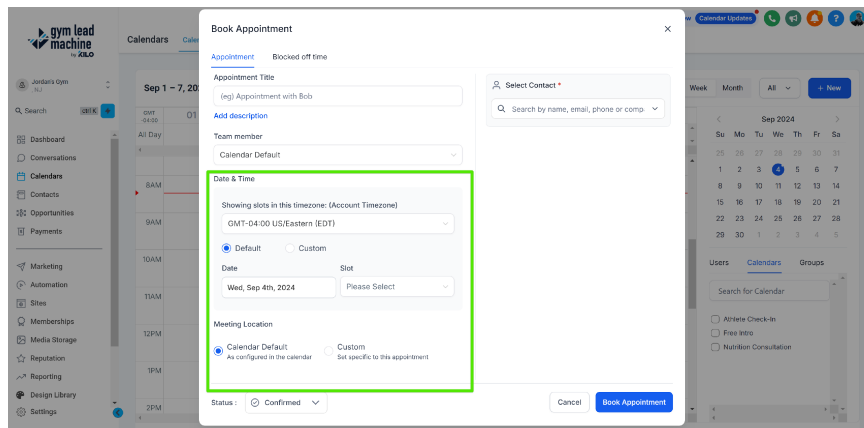
Date & Time: Showing slots in this timezone: (Account Timezone) GMT-04:00 US/Eastern (EDT). Custom selected. Start Time: Sep 4, 2024 7:34 AM. End Time: Sep 4, 2024 8:04 AM.

Meeting Location:

Status: Confirmed

Buttons: Cancel, Book Appointment

4. **Adjust the appointment duration.** By default, custom appointments are set for 30 minutes. If the appointment needs to be shorter or longer, adjust the start and end times accordingly.



5. **Finalize the appointment.** Click the blue **Book Appointment** button at the bottom right of the pop-up to save the appointment.

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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