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Build Time-Based Packages

Laura Gibson - 2026-09-11 - [Packages & Memberships](#)

Kilo GMS **Packages** are how you sell access to your Events, from a single On Ramp offer to a recurring hybrid membership covering several Event types at once. Every package is either time-based or credit-based, and you choose which one before the builder opens. This article covers time-based packages: the ones that renew after a set period of time, whether or not the athlete used all of their sessions. Create your Events (Classes and Appointments) before you start, since a package is built around the Events it grants access to.

Watch the video below for a walkthrough, or read on for the full guide.

What you can do with time-based packages

- Sell access to one Event type or several in the same package
- Set how many sessions an athlete gets and how long they have to use them
- Repeat an allowance on a cycle or grant it once for the life of the package
- Delay one Event type so access opens partway through the package
- Turn Auto Renew on for recurring memberships or off for one-time offers
- Roll a finished package into a different one automatically
- Prorate the first payment
- Carry unused credits forward, cap how many you sell, or fix the start date
- Change an athlete's status when the package starts, when it ends, or both

- Attach a contract and let athletes cancel from the Kilo app

Time-based vs. credit-based: which should you use?

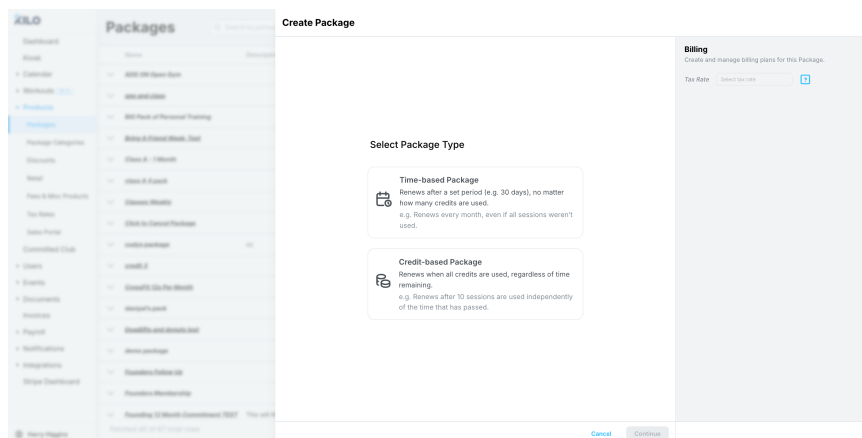
Both types are offered on the same screen when you create a package. The difference is what causes the package to renew, and that difference changes which settings are available to you.

Question	Time-based Package	Credit-based Package
What triggers renewal	A set period of time passes	Every credit has been checked in
Unused sessions at renewal	The package renews anyway	The package stays open until the credits are used
Has a validity period	Yes	No
Settings available	Proration, Include Follow-up Package, Total Package Length, Validity, Delay Start, and everything under Advanced Settings	None of these
Best for	Recurring memberships and offers with a fixed length	Packs athletes work through at their own pace

Choose **Time-based Package** when the calendar should control the package. Choose **Credit-based Package** when usage should control it.

Build a time-based package

1. Go to **Products → Packages**.
2. Click **+ Package**.
3. Select **Time-based Package**, then click **Continue**.



4. Enter a **Name**. This is what athletes see, so name it the way you would describe it at the front desk.
5. Add a **Description** if you want more detail to appear alongside the name.
6. Select a **Package Category**. This is required, so set up at least one category before you build your first package.
7. Set **Proration** if this is a monthly membership that should bill on the first of the month. Turning it on

locks the package to a monthly cycle.

8. Set **Auto Renew** to On for a recurring membership, or leave it Off for a one-time offer.
9. With Auto Renew off, you can check **Include Follow-up Package** to have this package roll into a different one when it finishes.
10. Set **Allow Athlete Click-to-Cancel in the Athlete App** to control whether athletes can cancel this package themselves.
11. Attach a **Contract** if this package requires one, and turn on **Generate new contract upon package renew** if a fresh contract should be issued at each renewal.
12. Set **Athlete Status** for **Upon Start** and **Upon End**. Both default to **No status change** and are set independently.

Create Package | Time-based Package

Package Details

Name *

Enter name

Description

Enter description

Package Category

Select package category

?

Proration

Off

?

Auto Renew

Off

?

☐

Include Follow-up Package

Allow Athlete Click-to-Cancel in the Athlete App

Off

Contract

Select contract

☐

Generate new contract upon package renew

?

Athlete Status

Upon Start

No status change

Upon End

No status change

?

Note

Include Follow-up Package and Auto Renew are alternatives to each other. A package can renew into itself, or it can roll into a different package, and the follow-up option is only available when Auto Renew is off. Proration is not supported on follow-up packages.

Advanced settings

Expand **Advanced Settings** for three optional controls. All three default to Off, and none of them appear on a credit-based package.

- **Enable Rollover Credits** carries an athlete's unused credits forward instead of clearing them when the package renews.
- **Limited Quantity** caps how many of this package can be sold. Auto Renew is not available on a limited-quantity package, since the feature is built for single-use offers.
- **Set Specific Start Date** fixes the date the package begins and controls when its billing plan starts. This is different from Delay Start, which staggers when a single Event type opens inside the package.

▼ Advanced Settings

Enable Rollover Credits ?

Limited Quantity ?

Set Specific Start Date ?

Set your attendance rules

Attendance Rules are where you grant access to Events and decide how many sessions the athlete gets. Add one rule per Event type, using the + button to add more.

Total Package Length sets how long the whole package runs. Each rule then has its own **Validity**, which sets how long that particular Event type is available. The two are separate, so a 6-week package can contain one rule valid for the first 2 weeks and another valid for the remaining 4.

For each rule:

1. Choose the **Event Type**.
2. Set **Attendance** to a number of **Sessions**, or click the infinity button for unlimited.
3. Choose **per** for a repeating allowance, or **pack** for a one-off grant.
4. If you chose **per**, set the cycle the allowance repeats on, such as 1 week.
5. Set the **Validity** for this rule.
6. Check **Delay Start** and enter a number if this Event type should not become available until later in the package.

The difference between **per** and **pack** is the one worth getting right. A rule set to 3 Sessions per 1 week gives the athlete 3 sessions every week for as long as the rule is valid. A rule set to 3 Sessions as a pack gives them 3 sessions total, and once those are used the rule is finished.

Attendance Rules

Grant access to events via rules. Rules will dispense credits in a repeating (per) or one-off behavior (pack).

Total Package Length ?

?

Attendance *		Validity *	☐ Delay Start
∞	1 Sessions per	1 week	0
1 Sessions ?			

When your rules are set, click **Next**. Set the **Tax Rate** and add your billing plans in the **Billing** panel on the right.

Sample time-based packages

These three examples show the range a single time-based package can cover.

On Ramp

A staged, front-end offer that hands athletes off to your group program.

- Total Package Length is 6 weeks.
- The first rule gives 4 sessions of 60-minute Personal Training, valid for 2 weeks.
- The second rule gives 12 sessions of CrossFit, valid for 4 weeks, with Delay Start set so access opens after the Personal Training stage.
- Athlete Status changes to **Member** Upon Start and stays unchanged Upon End.
- Auto Renew is Off, because this is a one-time front-end offer.

Create Package

Name *

On Ramp

Description

Enter description

Package Length

6

Weeks

Athlete Status Upon Start

Member

Auto Renew

Off

Athlete Status Upon End

No status change

Tax Rate

Select tax rate

Contract

Select contract

Event Selection

Specify attendance options. This can be limited/unlimited attendance or packs.

Personal Training (60 mins)

Attendance *

∞

4

Sessions

per

2

week

Validity *

2

week

☐ Delay Start

0

week

CrossFit

Attendance *

∞

12

Sessions

per

4

week

Validity *

4

week

☒ Delay Start

2

week

Hybrid Group Training

A recurring monthly membership covering two Event types.

- Two rules, each set to unlimited sessions on a repeating monthly cycle.
- Athlete Status changes to **Member** Upon Start and **Alumni** Upon End.
- Auto Renew is On, so the package recurs.

Create Package

Package Details

Name * Group Fitness Unlimited

Description Enter description

Package Length 1 Months

Auto Renew On

Tax Rate Select tax rate

Athlete Status Upon Start Member

Athlete Status Upon End Alumni

Contract Select contract

Event Selection

Specify attendance options. This can be limited/unlimited attendance or packs.

Bootcamp x CrossFit x

Attendance *

∞

oo

Sessions

pack

Validity *

1

month

☐ Delay Start

0

CrossFit and Nutrition

A recurring membership pairing a group program with a coaching add-on.

- One rule gives 1 Nutrition Consult and another gives 16 CrossFit classes, both on a repeating 4-week cycle.
- Athlete Status changes to **Member** Upon Start and stays unchanged Upon End, since athletes often come and go from nutrition coaching.
- Auto Renew is On.

Name *

CrossFit + Nutrition

Description

Enter description

Package Length

4

Weeks

⌵

Athlete Status Upon Start

Member

⌵

Auto Renew

On

⌵

Athlete Status Upon End

No status change

⌵

Tax Rate

Select tax rate

⌵

Contract

Select contract

⌵

Specify attendance options. This can be limited/unlimited attendance or packs.

Nutrition Consult ×

Attendance *

∞

1

↓

Sessions

per

4

↑

↓

week

Validity *

4

↑

↓

week

☐ Delay Start

0

CrossFit ×

Attendance *

∞

16

↑

↓

Sessions

per

4

↑

↓

week

Validity *

4

↑

↓

week

☐ Delay Start

0

What is the difference between a time-based and a credit-based package?

What is the difference between per and pack in an attendance rule?

What is the difference between Total Package Length and Validity?

Why can't I check Include Follow-up Package?

What is the difference between Delay Start and Set Specific Start Date?

Can I limit how many of a package I sell?

Yes. Turn on Limited Quantity under Advanced Settings. Note that Auto Renew is not available on a limited-quantity package, since the feature is built for capped, single-use offers like challenges and founding-

member pricing.

Can one package cover more than one type of Event?

Yes, and this is what the Kilo package builder is built for. Add a separate attendance rule for each Event type, each with its own session count, cycle, and validity. That is how hybrid memberships and staged On Ramp offers are put together.

Does a package have to auto-renew?

No. Turn Auto Renew on for recurring memberships that should bill and renew on a cycle. Leave it off for one-time offers like an On Ramp, a challenge, or a trial, where the package should simply end when it is finished.

Does a package have to change an athlete's status?

No, and the start and end are set independently. Both fields default to **No status change**. Leaving the end status unchanged is useful for add-on programs athletes step in and out of, so they keep whatever status their main membership gave them.

Can I set up a package so athletes cancel it themselves?

Yes. Set Allow Athlete Click-to-Cancel in the Athlete App to On. This is set per package, so you can allow it on month-to-month memberships and leave it off on anything under contract.

Helpful tips

- Create your package categories before you build your first package. The field is required and the list starts empty.
- Build your Events first. Every attendance rule points back to an Event type.
- Set the end status deliberately. An add-on package that flips someone to **Alumni** when it finishes will override the status their main membership gave them.
- Use Delay Start rather than selling two separate packages when an offer has phases. It keeps a multi-week On Ramp as a single sale.
- Leave Auto Renew off on anything you intend to sell once. It is also what makes a follow-up package possible.
- Unlimited is a valid session count. Hybrid memberships often pair one unlimited Event type with a capped one.
- Check whether per or pack is right before you save. It is the setting most often set the wrong way.
- Look under Advanced Settings before you decide a package cannot do what you need. Rollover, sales caps, and fixed start dates all live there.

When time-based packages are most helpful

- Selling a recurring monthly or weekly membership
- Running a fixed-length On Ramp, challenge, or trial

- Bundling a group program with a coaching or nutrition add-on
- Offering a program where access should expire on a date, used or not
- Staging access so one Event type opens after another
- Capping enrollment on a limited-run program
- Moving athletes between statuses automatically as they start and finish a program

If you have questions about building packages in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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