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Build Workouts in the Workout Tracker

Laura Gibson - 2026-09-17 - [Workout Tracker](#)

The **Workout Builder** is where coaches create and manage the workouts your gym runs in class. You build a workout once, organize it into sections with movements and scoring, and save it as a reusable template you can assign to classes again and again.

You'll find the Workout Builder under **Calendar → Workout Library → Workout Templates**. A workout template is simply a saved workout you can reuse, duplicate, or edit at any time.

What You Can Do with the Workout Builder

- Create workouts organized into sections like Warm-up, Strength, Metcon, and Cool-down
- Pull movements from your movement library and set how each one is scored
- Add athlete notes (which athletes see) and coach notes (which stay private to staff)
- Preview a workout exactly as athletes will see it
- Save a workout as a reusable template
- Duplicate, edit, and delete templates
- Reuse a workout you've already run in class as the starting point for a new one

How to Build a Workout

1. Go to **Calendar → Workout Library → Workout Templates** and click **New Workout Template**.
2. Enter a **Workout Name**. You can also choose a **Class Type** and add **Athlete Notes**, though both are optional.
3. Add a **Section**, give it a name, and fill in the **Describe the Workout** field with the workout as you'd write it for athletes.

4. Choose how the section is scored. You can either:
 - Turn on **Score Entire Section** to capture one final result for the whole section (for example, total time or total reps), or
 - Click **Add Movement and Scoring** to track individual movements.
5. For each movement you add, pick it from your movement library and set a **Scoring Type**. Scoring Type is required before you can save.
6. Add **Coach Notes** if you want private reminders or cues that athletes never see.
7. Click **Preview** to see the workout as athletes will, then **Save Template** to keep it, or **Publish Template** to make it ready to assign to classes.

You can add more than one section, and more than one movement per section. Sections can be reordered, duplicated, or deleted as you build.

What Scoring Types Can I Use?

Each tracked movement uses a scoring type that matches how the effort is measured. Setting the right scoring type controls what athletes (or coaches) enter when logging results.

Scoring type	What it measures	Example
Time (lower is better)	How long something takes, where faster wins	8:42 for a workout
Time (higher is better)	A held or sustained time, where longer wins	2:00 plank hold
Weight (sets and reps)	Load lifted across sets you define	5 sets of 3 at 225 lbs
Reps	Number of repetitions	50 push-ups
Rounds	Full rounds completed	6 rounds
Rounds + Reps	Full rounds plus any extra reps	5 rounds + 12 reps
Distance	Distance covered	2,000 m row
Calories	Calories burned	60 cal bike

For **Weight (sets and reps)**, you set the number of sets and target reps per set, and athletes log the weight and reps they actually hit. They can adjust reps and weight when logging, but they can't add or remove sets.

What's the Difference Between Saving and Publishing a Workout?

Save Template keeps a workout in your library to keep working on; **Publish Template** makes it ready to assign to classes. Both store the workout, but only a published template can be selected when you assign workouts to classes in

Programming.

	Save Template	Publish Template
Where it goes	Your Workout Templates list	Your Workout Templates list
Can you keep editing it	Yes	Yes
Ready to assign to classes	Not yet	Yes
Best for	A workout still in progress	A workout ready to schedule

Do I Have to Score Every Movement?

Any movement you add to a section must have a scoring type before you can save the workout. If a movement is missing a scoring type, the workout won't save until you set one. If you don't need movement-by-movement tracking, you can leave a section as description only, or use **Score Entire Section** to capture a single result instead.

What's the Difference Between Workout Templates and Workouts?

Workout Templates are the reusable workouts you design; the Workouts tab holds workouts that have already been assigned and run in classes. Templates are your starting points, fully editable. A workout in the Workouts tab is a record of what was actually run on a given day, so it's read only. To reuse one, duplicate it, which creates a brand new template you can edit freely. The original record stays unchanged.

Can I Reuse a Workout I've Already Run in Class?

Yes. Open the Workouts tab, find the workout, and choose Duplicate. This creates a new template using the same structure, named with "(Copy)" so it's easy to spot at the top of your templates list. Edit it however you like; the original record is never altered.

What Happens If I Delete a Workout Template That's Assigned to Classes?

Kilo checks whether the template is assigned to any upcoming classes before deleting it. If it is, you'll see a notice listing those classes and the option to **Unassign & Delete**, which removes the workout from those classes and then deletes the template. If the template isn't assigned anywhere, you'll get a simple confirmation. Either way, a short undo window lets you restore a template right after deleting it.

Can I Edit a Workout After a Class Has Already Used It?

No. Once a workout has run in a class, that record is kept as is and can't be

edited. This protects the history of what athletes actually did. If you want to run a similar workout again, duplicate it into a new template and make your changes there.

Helpful Tips

- Build out your movement library first so the movements you use most are ready to drop in.
- Save workouts you run often as templates, then duplicate and tweak instead of starting over.
- Workout and section names need to be unique, so give each one a clear, specific name.
- Use coach notes for scaling reminders or cues you don't want athletes to see.
- Preview before publishing to catch anything that reads differently for athletes.

When the Workout Builder Is Most Helpful

- Programming daily or weekly workouts your coaches will run in class
- Standardizing how common workouts are structured and scored across your gym
- Reusing proven workouts without rebuilding them each time
- Keeping a clean record of what was run, separate from your editable templates

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

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