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Bulk and Recurring Scheduling in Kilo GMS

Sandy Tannheimer - 2026-08-12 - [Events: Classes, Appointments & Locations](#)

You can now **create multiple appointments or classes in a single scheduling flow**, either as one-off sessions on different dates or as a recurring series that repeats automatically. This is available to anyone who schedules appointments or classes in Kilo GMS, including gym owners, coaches, and front desk staff.

What you can do with bulk and recurring scheduling

- Create up to 15 independent appointments or classes in one submission
 - Add or remove date and time rows before submitting
 - Set up a recurring series that repeats weekly, every two weeks, or monthly
 - Keep one-off sessions fully independent, so editing or canceling one doesn't affect the others (recurring series keep their own linked behavior)
 - Fix only the sessions that fail, without losing the ones that are already saved
 - Get a single summarized notification instead of one per session
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How do I create multiple one-off sessions at once?

1. Go to **Schedule** and start a new appointment or class.
2. Fill in the shared details: type, athlete or capacity, coach, location, and duration.
3. Under scheduling type, select **Single Event**.
4. Add a row for each session with its own date and time.
5. Add or remove rows as needed. At least one row is required, and you can create up to 15 in one submission.
6. Click **Save** (or the equivalent create button) to submit.

Note

- Sessions created this way are independent of each other. Editing, rescheduling, or canceling one doesn't affect the others, even though you created them together.

- You can create up to 15 sessions in a single submission.

How do I set up a recurring series?

1. Go to **Schedule** and start a new appointment or class.
2. Fill in the shared details: type, athlete or capacity, coach, location, and duration.
3. Under scheduling type, select **Recurring Event**.
4. Choose how often it repeats: **Weekly**, **Biweekly**, or **Monthly**.
5. Set the start date, and an end date if you want the series to stop on a specific date.
6. Select the days of the week the series should run on, along with the time and duration.
7. Click **Save** (or the equivalent create button) to submit.

2 SESSIONS

Single Appointment

Recurring Event

Recurrence Type

Weekly

Every 7 days



Biweekly

Every 14 days



Monthly

Every 30 days



Days of the week

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Start date *

 dd/mm/yyyy

Select a recurrence type to enable calendar dates

End date (optional)

 Never

Select a recurrence type to enable calendar dates

From *

 --:-- --

To

 AUTO

If you don't set an end date, the series continues on an ongoing basis.

Note

- Monthly recurrence keeps the original calendar day whenever possible. If a future month doesn't have that day (for example, the 31st), that occurrence falls on the last day of that month instead, and later months return to the original day.
 - A single recurring series only supports one time of day. If you need the same day to have sessions at different times, create a separate recurring series for each time, or use one-off scheduling for those sessions instead.
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One-off (bulk) vs. recurring: which should you use?

Situation	Use one-off (Single Event) scheduling	Use recurring scheduling
Sessions happen on different, non-repeating dates	Yes	No
You want the same time slot to repeat automatically every week or month	No	Yes
You need more than one time of day within the same repeating pattern	Yes, as separate sessions	No, create a separate series per time
You want each session to be fully independent after creation	Yes	Sessions in a series stay linked as a series
You need to reschedule or cancel every future occurrence at once	Not applicable, each session is separate	Yes, using the series' existing edit and cancel options

Appointments vs. classes: what's different?

Appointment	Class
Scheduled for an athlete	Scheduled with a capacity
Uses appointment type	Uses class type
Sends appointment notifications	Sends class notifications

Everything else about creating multiple sessions or a recurring series works the same for both.

Frequently asked questions

What's the difference between creating multiple one-off sessions and setting up a recurring series?

One-off scheduling creates up to 15 independent sessions in a single submission, while a recurring series generates sessions automatically based on a repeating pattern. Sessions created together as one-offs have no ongoing connection to each other. Sessions in a recurring series stay linked, so the series keeps its existing edit and cancel behavior.

How many sessions can I create at once?

You can create up to 15 appointments or classes in a single submission. At least one session is required, and you can add or remove rows before submitting.

If I create several sessions at once, will my client or coach get a notification for each one?

No. Instead of a separate notification for every session, they get one summarized notification for the whole submission. For appointments, both the athlete and coach receive it. For classes, the coach receives it. Athletes aren't notified when a class is created; they're notified based on their own reservation in that class.

Do recurring sessions get the same summarized notification treatment?

Yes. A recurring series generates one summary notification that includes the recurrence details, rather than a separate notification for each occurrence. Recipients follow the same rule as bulk creation: athlete and coach for appointments, coach only for classes.

What happens if only some of the sessions I'm creating fail to save?

Any sessions that saved successfully stay saved. Only the sessions that failed remain in the creation flow so you can fix and resubmit them. Failed rows show an inline error so you know exactly what to correct.

Can I have a recurring series run at more than one time of day?

No, a single recurring series supports only one time of day. If you need the same days to have sessions at different times, set up a separate recurring series for each time, or create those sessions individually instead.

What happens to a monthly recurring series in a month that doesn't have the selected day?

The series schedules that occurrence on the last day of the month instead, then returns to the original calendar day for the following month. For example, a series starting on January 31 falls on February 28 (or 29), then March 31, April 30, May 31, and so on.

Why can't I create this session?

A few things can block a session from saving: the date is in the past, the coach or athlete already has a conflicting session at that time, or it's a duplicate of an existing appointment or class. Fix the flagged row and resubmit.

Does creating multiple sessions at once change how I edit or cancel them afterward?

No. Sessions created as one-offs are fully independent, so editing or canceling one has no effect on the others. Sessions in a recurring series keep the series' existing edit and cancel behavior, the same as before.

Helpful tips

- Use one-off scheduling for sessions that don't follow a repeating pattern, even if you're creating several at once.
- Use recurring scheduling when the same time slot should repeat automatically on a schedule.
- Add or remove rows freely before submitting; nothing saves until you submit.
- If a submission partially fails, only fix and resubmit the rows flagged with errors. Your successful sessions are already saved.
- If you need multiple times of day on the same days, plan for separate recurring series rather than trying to fit it into one.

When this feature is most helpful

- Booking several one-off personal training sessions across the week for the same athlete
- Setting up a coach's recurring weekly or biweekly class schedule
- Filling in a monthly recurring appointment without recreating it every time
- Recovering quickly from a partial scheduling error without losing the sessions that already saved

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

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