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Create and Apply Package Categories

Laura Gibson - 2026-08-23 - [Onboarding & New Users](#)

Package Categories in Kilo GMS group your packages so your offerings stay organized and consistent across your account. Whether you sell memberships, class packs, specialty programs, or seasonal offers, a category tells you and your staff what kind of package you are looking at.

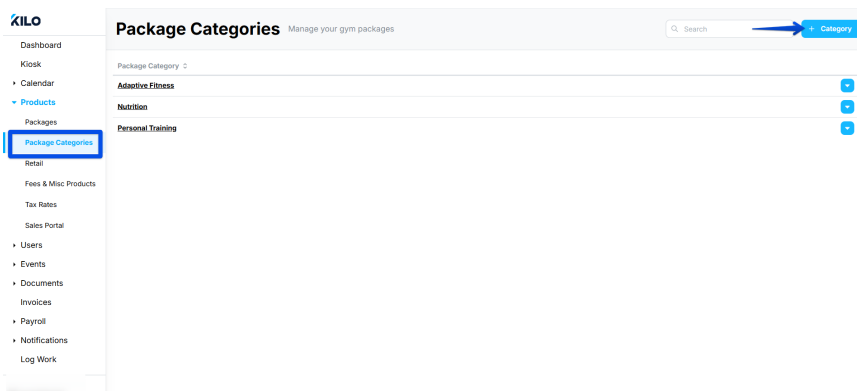
What you can do with package categories

- Group related packages under a single category
- Assign one category to several packages at once
- Select a category as you build each new package
- Rename, reassign, or delete a category as your offerings change
- Review each package's category, visibility, and revenue category from the Packages page

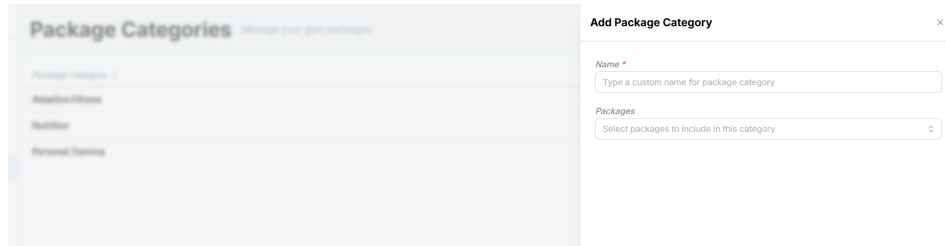
How do I create a package category?

You can create your categories before you build packages or afterward. Neither order is required. For a new account, creating categories first is usually smoother, because the dropdown is ready to use as you build each package and you avoid a second pass to organize them later.

1. Click **Products** in the menu.
2. Click **Package Categories**.
3. Click **+ Category**.



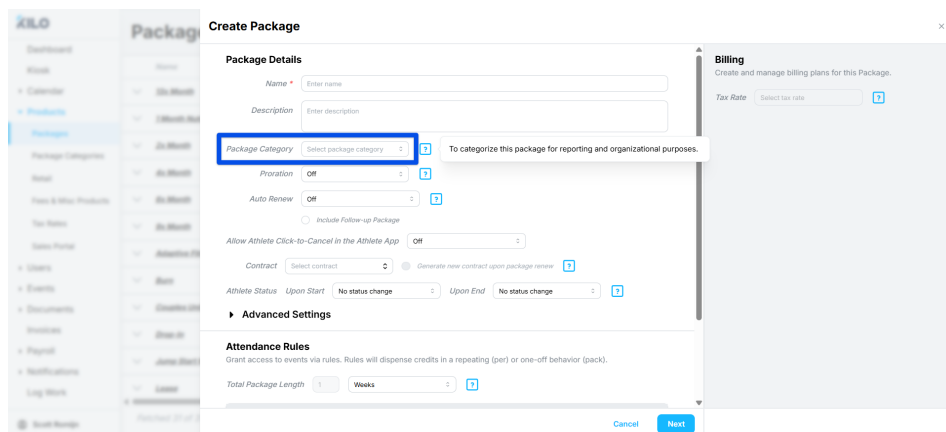
4. Enter a name for the category.
5. Choose the packages that belong in this category. You can select more than one.
6. Click **Save**.



How do I categorize a package?

A **package gets its category either when you build it or when you build the category**. Neither order is required and both reach the same result, so use whichever fits what you are doing.

For a package you are creating now, select a **Package Category** from the dropdown as you build it. The dropdown lists only the categories you have already created, so if the category you want is not there, create it first.



For packages that already exist, open the category and add them to it, following the steps above. Selecting several packages at once is faster than editing each package individually.

What the Packages page shows you

The **Packages** page lists your packages alongside three columns that tell you how each one is set up.

- **Package Category:** the category the package belongs to
- **Visibility:** where the package appears and whether it can be purchased
- **Revenue Category:** the revenue category applied to the package

Categories are color-coded on this page. Athlete-facing categories appear in blue and revenue-facing categories appear in gray.

Name	Description	Active Count	Billing Plans	Package Category	Visibility	Revenue Category
12x Month	All Classes	20	3 Available	UNCATEGORIZED	UNLISTED	CROSSFIT
1 Month Nutrition	1 Month Nutrition	0	2 Available	NUTRITION	UNLISTED	UNCATEGORIZED
2x Month	All Classes	0	2 Available	UNCATEGORIZED	UNLISTED	CROSSFIT
4x Month	All Classes	2	2 Available	UNCATEGORIZED	UNLISTED	CROSSFIT
6x Month	All Classes	0	2 Available	UNCATEGORIZED	UNLISTED	CROSSFIT
8x Month	All Classes	10	3 Available	UNCATEGORIZED	UNLISTED	CROSSFIT
Adaptive Fitness Program	4 Classes Month	4	3 Available	ADAPTIVE FITNESS	UNLISTED	UNCATEGORIZED
Burn	Burn Classes	9	4 Available	UNCATEGORIZED	UNLISTED	BURN
Couples Unlimited	All Classes	8	2 Available	UNCATEGORIZED	UNLISTED	UNCATEGORIZED
Drop-In	CrossFit, Burn, Strength & Legends	0	3 Available	UNCATEGORIZED	PUBLIC PORTAL	DROP-IN
Jump Start Nutrition	3 Month Program Commitment	0	2 Available	NUTRITION	UNLISTED	UNCATEGORIZED

Note

A package with no revenue category applied displays an Uncategorized tag, so you can spot gaps in your revenue categorization at a glance.

Frequently asked questions

Do I have to create categories before I build my packages?

No. You can go either direction. Create your categories first and select one as you build each package, or build your packages first and group them into categories afterward. Setting up categories first is usually smoother on a new account, because the dropdown is ready when you reach it.

Can one category hold more than one package?

Yes. Select as many packages as belong in the category when you create or edit it.

Can I rename or delete a package category?

Yes. As your offerings change you can rename a category, reassign it across one or several packages, or delete it entirely.

What does the Uncategorized tag mean?

It means no revenue category has been applied to that package. The tag makes unassigned packages easy to find when you are reviewing your revenue categorization.

What is the difference between a package category and a revenue category?

A package category groups packages for your athletes and your team; a revenue category groups them for your reporting. On the Packages page, athlete-facing categories are shown in blue and revenue-facing categories in gray.

Helpful tips

- Create your categories first when you are setting up a new account, so the dropdown is ready as you build each package
- Name categories for what an athlete would recognize, such as Memberships, Class Packs, or Specialty Programs

- Assign packages in bulk from the category rather than one package at a time
 - Scan the Packages page for the Uncategorized tag when you are reviewing revenue reporting
 - Revisit your categories when you add a seasonal or one-off offer, so it does not land somewhere that no longer fits
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When package categories are most helpful

- Setting up a new account before any packages exist
 - Launching a specialty program or seasonal offer alongside your standing memberships
 - Reviewing which packages are visible in the Sales Portal and the Kilo app
 - Checking revenue categorization before you pull reports
 - Giving staff a consistent way to talk about your offerings
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If you have questions about package categories in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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