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Check for Calendar Conflicts

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In Gym Lead Machine, **Teams/Group calendars** (such as Round Robin, Service, Class, and Collective Calendars) have the ability to sync appointments with third-party calendars like Google, Outlook, and iCloud. This feature ensures seamless integration between Gym Lead Machine and external calendars, allowing for automatic updates and conflict checks.

How Do I Configure Calendar Sync Settings?

You can configure calendar syncing options under **Settings → My Profile (for yourself) or Settings → My Staff (for team members)**. There are two primary settings to manage:

- **Linked Calendar**
- **Check for Conflicts**

All third-party calendar integrations added by the user will be displayed in these settings.

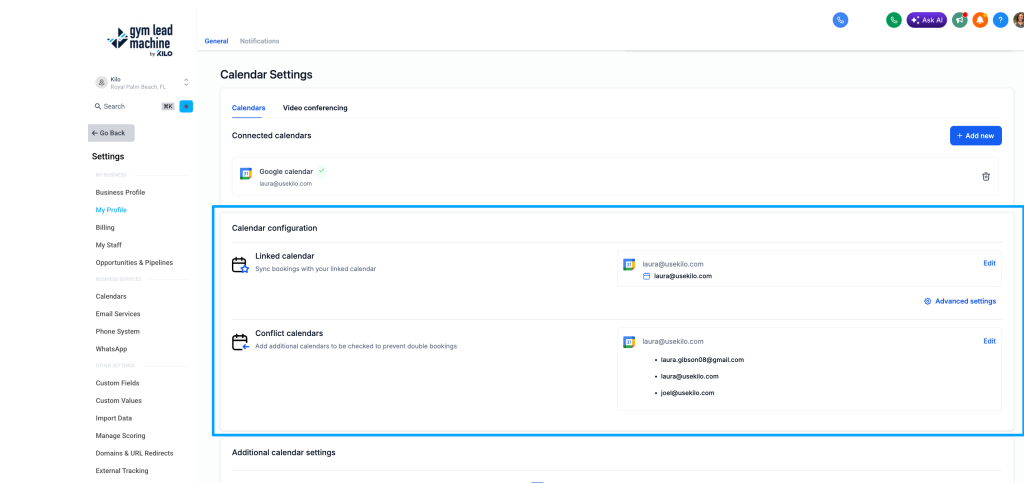
What Does the Linked Calendar Setting Do?

The **Linked Calendar** is the main calendar responsible for writing events to **Google, Outlook, or iCloud**. It also reads events from these third-party calendars, but its primary function is to push new appointments created in Gym Lead Machine to the connected calendars.

- **Event Writing:** The Linked Calendar writes new appointments created in Gym Lead Machine to Google, Outlook, or iCloud.
- **Event Reading:** It reads events from third-party calendars to ensure all appointments are synced correctly.
- If **Contact Creation** is enabled, the Linked Calendar converts events with attendees from Google/Outlook into appointments in Gym Lead Machine, except for recurring events.

Linked Calendar dropdown:

- All calendars integrated with the user's profile are listed in this dropdown.
- Disabled calendars either don't support event writing to Google or are already included in the **Check for Conflicts** setting.



What Does the Check for Conflicts Setting Do?

The **Check for Conflicts** setting reads all events from selected third-party calendars (Google, Outlook, iCloud) and blocks off times when the user is unavailable. This prevents scheduling conflicts by ensuring no appointments are booked during those times.

- **Block Off Timings:** All events imported from Google/Outlook/iCloud are considered to block time slots, preventing any overlapping appointments in Gym Lead Machine.
- **Configuration:**
 - All integrated third-party calendars are listed.
 - If a calendar is disabled in the **Check for Conflicts** section, it means it is already set as the **Linked Calendar**.

Key Points to Remember

- **Linked Calendar:** The main calendar for writing new appointments to third-party calendars and reading events.
- **Contact Creation:** Enables creating appointments in Gym Lead Machine from third-party events with attendees.
- **Check for Conflicts:** Prevents scheduling conflicts by blocking times when the user is busy, based on third-party calendar events.
- **Conflict Management:** Events from third-party calendars are imported to block availability, ensuring no double-booking.

By configuring these settings, Gym Lead Machine ensures smooth synchronization between your internal calendars and third-party platforms, helping to manage appointments effectively and avoid scheduling conflicts.

If you have questions about calendar conflicts or syncing in Gym Lead Machine, our Support team is happy to

help. Reach us at **hello@usekilo.com**.

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