Class Utilization Report

Laura Gibson - 2026-11-11 - Reports

The **Class Utilization Report** in Kilo GMS shows how your classes and coaches are performing, including how many athletes attend, cancel late, or do not show up. Use it to make decisions about your schedule, staffing, and programming.

What you can do with the Class Utilization Report

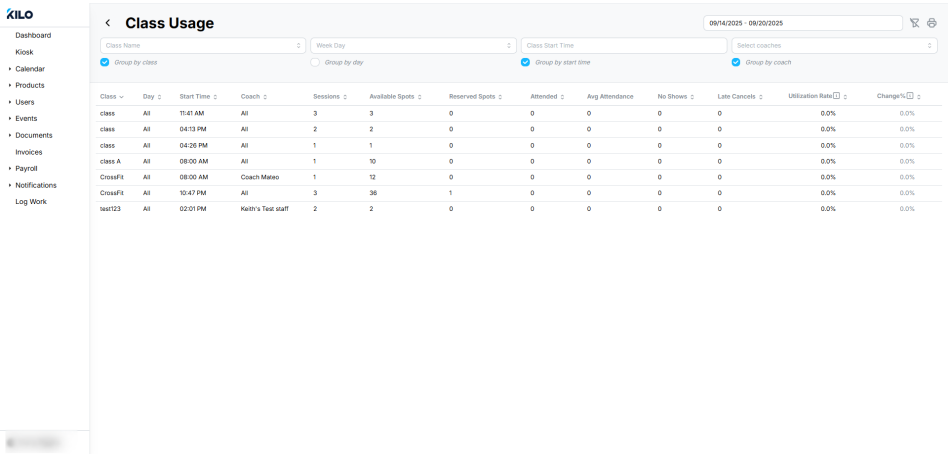
- See which classes are most and least popular
- Compare performance across coaches and time slots
- Track attendance, no-shows, and late cancellations
- Follow usage trends over time
- Download the report as a CSV or Excel file

Getting to the report

On your Kilo GMS Dashboard, click **Total Classes Last Week**. The report opens with the date range set to **Last Week**.

Group the report

Groupings control how the report is organized. Each grouping you turn on adds another level of detail. All grouping options are turned on by default, and you can toggle each one on or off.



Filter the report

Use the filters at the top of the report to narrow the results:

- **Date Range:** a range selector
- **Class Name:** a dropdown where you can select more than one class
- **Weekday:** a dropdown where you can select more than one day
- **Class Start Time:** a range selector
- **Coach Name:** a dropdown where you can select more than one coach
- **% Change:** compares the utilization rate to the previous period

Click **Refresh Filters** to reset your selections. Click **Download Report** to export the results as a CSV or Excel file.

What does % Change measure?

% Change compares a class's utilization rate for the selected date range to the period before it. Use it to see whether attendance for a class, coach, or time slot is rising or falling.

Where do the attendance numbers come from?

The Attended, No-Shows, and Late Cancels figures come from the attendance recorded for each event in Kilo GMS. Check athletes in consistently so these numbers reflect what happened in each class.

When this feature is most helpful

- Deciding which classes to add, move, or retire
- Planning coach coverage based on class performance
- Spotting classes with high no-show or late cancellation rates
- Reviewing how attendance changes over time

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

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