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Clone, Archive, and Bulk-Edit Packages

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As your gym's offerings evolve, you'll need to update existing packages, spin up new variations, and retire packages you no longer sell. Kilo GMS gives you three tools for managing your package templates: **Bulk Edit** to change a package and its billing plans in one place, **Clone** to create a new package from an existing one, and **Archive** to remove retired packages from your active list. This article covers how each works and when to use which.

What You Can Do with These Tools

- Edit a package's details, event access, and billing plans in one place
 - Apply template changes to every athlete on the package at their next renewal
 - Create a new package by cloning an existing one and adjusting the details
 - Reuse the attendance rules of a proven package when building a new offer
 - Archive packages you no longer sell so they don't clutter your Packages list
 - Clone an archived package to bring back a similar offer
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How to Bulk-Edit a Package and Its Billing Plans

1. Go to **Packages**.
2. Click the blue **Action** button next to the package you want to update.
3. Click **View**.
4. Inside the package, edit the package and event details or the billing plans.
5. Confirm your changes when prompted.

When your edits take effect

If the package template or billing plan you're editing is currently in use and attached to athletes, your edits take effect the **next time that package renews** for each athlete. Current billing cycles are not changed mid-cycle; each athlete picks up the new terms at their own renewal date.

How to Clone a Package

Cloning creates a new package based on an existing package template, so you can reuse attendance rules and structure you've already built instead of starting from scratch.

1. Go to **Packages** and click the existing package you want to base the new offer on.
2. Select **Clone**.
3. Edit the package details and billing plans for the new package.
4. Save the new package.

The original package is not changed. The clone is a separate package template, so athletes on the original stay exactly where they are.

You can also clone packages that have been **archived**, which is useful for bringing back a retired offer in updated form.

How to Archive a Package

Archiving removes a package you no longer offer from the **Packages** list view.

1. Transition all athletes off the package. A package can only be archived when its **Active Count is 0**.
2. In the **Packages** list, select the package and choose **Archive**.

What happens when you archive

- The package is removed from the Packages list view
- The package still appears in historical package reports, listed as **Package Name - Archived**
- Archiving **cannot be undone**
- You can still clone an archived package to create a new package type

Bulk Edit vs. Clone vs. Archive: Which Should You Use?

	Bulk Edit	Clone	Archive
What it does	Changes an existing package and its billing plans	Creates a new package from an existing one	Retires a package no longer offered
Affects current athletes?	Yes, at each athlete's next renewal	No, the original is untouched	No, requires Active Count of 0 first
Original package	Updated	Unchanged	Removed from list, kept in historical reports
Reversible?	Yes, edit again	Yes, delete or archive the clone	No
Best for	Updating terms, event access, or billing for everyone on the package	Launching a similar offer, testing a new price without touching existing members	Cleaning up your Packages list after everyone has moved off an old offer

A common lifecycle: **clone** a package to launch an updated version, transition athletes to it over time, then **archive** the old package once its Active Count reaches 0.

Frequently Asked Questions

If I edit a package, when do my athletes see the change?

At their next renewal. Edits to a package template or billing plan that is attached to athletes take effect the next time the package renews for each athlete. Nothing changes mid-cycle.

How do I change a package price for new members only?

Clone the package and set the new price on the clone. Bulk-editing the existing package would apply the new price to current members at their next renewal. Cloning gives you a separate package with the new price to sell going forward, while existing members stay on the original.

Why can't I archive a package?

The package still has active athletes on it. A package can only be archived when its Active Count is 0. Transition every athlete off the package first, then archive it.

Can I unarchive a package?

No. Archiving cannot be undone. However, you can clone an archived package to create a new package with the same structure, then adjust it as needed.

Where do archived packages show up?

In historical package reports, labeled "Package Name - Archived." Archived packages are removed from the Packages list view but remain in your reporting history.

Do I have to rebuild a package from scratch to create a similar offer?

No. Clone an existing package instead. Cloning copies the package so you can adjust the details and billing plans, keeping the attendance rules you've already set up.

Helpful Tips

- Before bulk-editing an in-use package, remember every athlete on it will pick up the change at their next renewal; if the change should apply only to new sales, clone instead
 - Double-check the Active Count before archiving, and confirm you're done with the package; archiving is permanent
 - Use consistent naming when cloning (for example, adding the year or version) so staff can tell package generations apart at a glance
 - Archive retired packages promptly to keep the Packages list clean for staff selling memberships
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When This Feature Is Most Helpful

- **You're raising prices or changing terms for everyone:** bulk-edit the package, and the change rolls out at each athlete's renewal
- **You're launching a variation of a successful offer:** clone the package and adjust the details, keeping

the proven attendance rules

- **You ran a limited-time offer that's now over:** transition remaining athletes, then archive the package
- **You want to revive an old offer:** clone the archived package and update it rather than rebuilding from scratch
- **Your Packages list has grown cluttered:** archive everything with an Active Count of 0 that you no longer sell

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