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Set Your Availability in Kilo GMS

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Availability in Kilo GMS is where you set the hours you can be assigned to classes, appointments, and personal training sessions. You define a regular weekly schedule, then override it for specific dates when your hours change. Anyone who gets assigned to sessions on the Schedule sets their own availability, including gym owners who coach.

What you can do with availability

- Set the hours you are available for each day of the week
 - Add more than one time window to a single day
 - Override your weekly hours for a specific date
 - Mark yourself unavailable for a specific date
 - Show your unavailable hours to whoever is building the schedule
 - Connect a Google Calendar so your outside commitments are accounted for
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Who needs to set availability?

Anyone who can be assigned to a session on the Kilo Schedule. That includes coaches, and it includes gym owners and administrators who coach their own classes or take appointments. If your name can appear on an event, your availability affects what the person building the schedule sees.

Availability is under **Calendar → Availability**, and the menu is visible to every staff user with no permission restrictions.

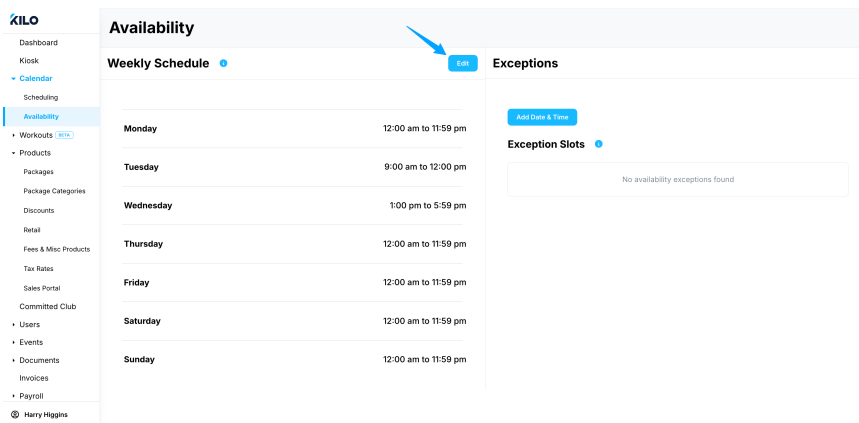
Note

Each person sets their own availability. A gym owner or administrator cannot set availability on another staff member's behalf, so every staff member who coaches needs to sign in to their own account and set their own hours.

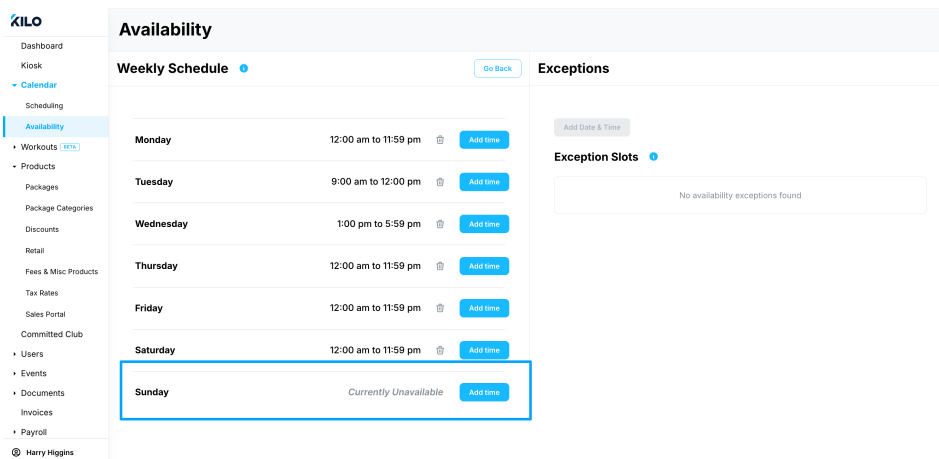
How do I set my weekly availability?

Your weekly schedule is the left side of the Availability menu. Every day starts set to available from 12:00 AM to 11:59 PM, so the first thing you do is replace that default with your real hours.

1. Go to **Calendar → Availability**.
2. Click **Edit** on the weekly schedule.



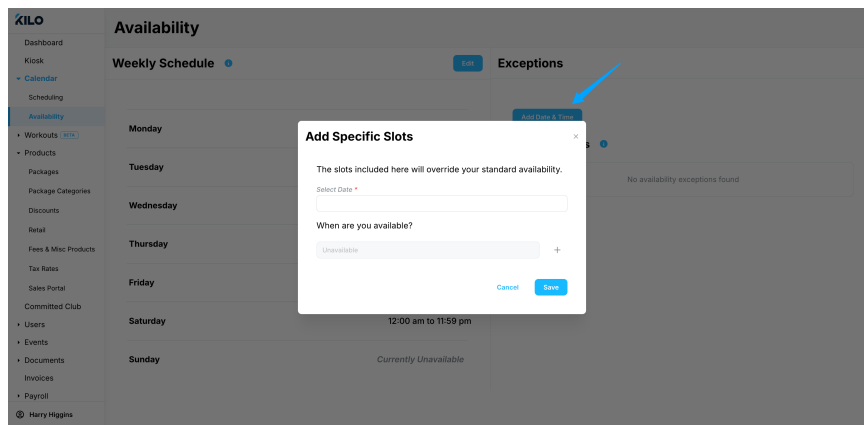
3. Click the trash icon next to a day to remove the default 12:00 AM to 11:59 PM window.
4. Click **Add Time** and enter the hours you are available that day.
5. Click **Add Time** again to add a second window to the same day, for a split shift or a lunch break.
6. Click **Save**.



How do I set availability for a specific date?

Date-specific availability is the right side of the menu, and it overrides your weekly schedule for that day only. Use it for a day you are away, a morning you are covering someone else, or any date your usual hours do not apply.

1. Go to **Calendar** → **Availability**.
2. Click **Add Date and Time**.



3. Choose the date in the date picker.
4. Set the hours you are available on that date, or mark yourself unavailable for it.
5. Save the date-specific entry.

How does Google Calendar affect my availability?

You do not need a Google Calendar to set your availability. Your manually set hours work on their own. Connecting Google Calendar adds your outside commitments to the picture, so Kilo can flag a conflict when someone tries to schedule you during time you are already busy.

With a Google Calendar connected, your availability is built from both sources:

- Events marked **Busy** in your Google Calendar, which appear as busy slots on the Kilo Calendar
- The hours you set manually in the Availability menu

Without a Google Calendar connected, your availability comes only from the hours you set manually.

A few things to know about how this displays on the Kilo Calendar:

- Unavailable times are shaded grey for the selected coach
 - Selecting more than one coach leaves only the hours when all of them are available unshaded, so you can see the overlap
 - You can select a maximum of three users at once, so unselect someone before adding another
 - Grey shading reflects both your weekly schedule and any date-specific overrides
 - Google Calendar events appear only when the Coach filter is active, and are excluded under other filters
 - Google Calendar events that Kilo created are filtered out, so your Kilo sessions do not appear twice
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Frequently asked questions

Do I have to connect Google Calendar to set my availability?

No. You can set your weekly and date-specific availability without any calendar integration. Connecting Google Calendar is what lets Kilo account for commitments that live outside Kilo.

Can a gym owner set availability for a coach?

No. Each staff member sets their own availability from their own account. There is no way to set coach availability on someone else's behalf, so if a coach's hours are missing, that coach needs to sign in and add them.

What happens if I never set any availability?

Kilo treats every time slot as open. Nothing is blocked off, and you can be assigned to any session at any time.

Who can open the Availability menu?

Every staff user. The menu carries no permission restrictions, so it does not need to be granted to anyone.

How many coaches can I view on the Calendar at once?

Three. To look at a different coach, unselect one of the three you already have selected.

Why can't I see a coach's Google Calendar events on the Calendar?

Google Calendar events show up only when the Coach filter is active. Switch to the Coach filter and they will appear. Under any other filter, Google Calendar data is excluded.

Why don't my Kilo classes appear as busy time from Google?

Kilo filters out the Google Calendar events it created. Your Kilo sessions are already on the Kilo Calendar, so showing the Google copies too would double them up.

What is the difference between weekly and date-specific availability?

Weekly availability is your standing schedule, and date-specific availability overrides it for one particular day. Set your normal hours weekly, then add a date-specific entry for any day that breaks the pattern.

Helpful tips

- Replace the default 12:00 AM to 11:59 PM window on every day you work, or the schedule reads as though you are always free
- Use **Add Time** twice on one day rather than stretching a single window across a long break
- Set date-specific availability as soon as you know about time off, so nobody schedules you into it
- Connect your Google Calendar if commitments outside Kilo affect when you can coach
- Check the grey shading on the Calendar to confirm your hours saved the way you expected

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

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