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Connect Google Calendar to GMS

Laura Gibson - 2026-09-28 - [Onboarding & New Users](#)

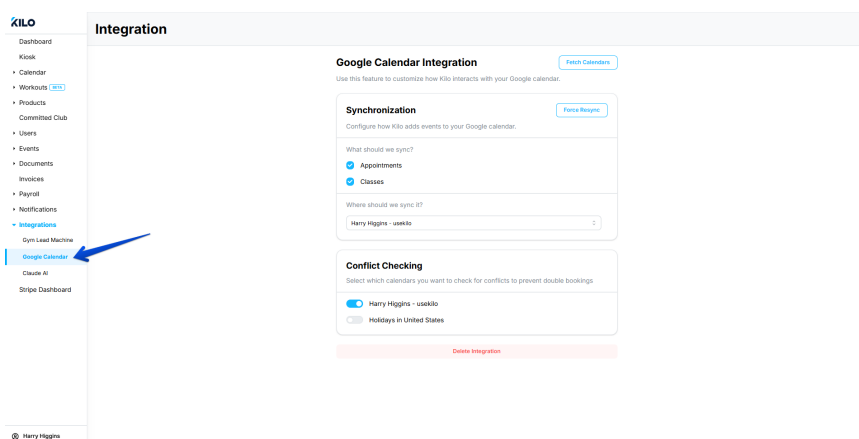
The **Google Calendar integration** connects a team member's Google Calendar to Kilo GMS so the two calendars stay in step. Kilo events are pushed into Google Calendar, and Kilo GMS checks the connected calendars for conflicts when you book a session on behalf of another team member, which helps keep availability accurate and prevents double-booking.

What you can do with the Google Calendar integration

- Connect a Google Calendar to Kilo GMS
- Choose which Kilo event types are added to Google Calendar
- Pick which Google Calendar receives your Kilo events
- Select additional calendars to be checked for scheduling conflicts
- Get a conflict alert when booking on behalf of a team member
- Push existing schedule events into Google Calendar after connecting

How do I connect my Google Calendar to Kilo GMS?

1. Go to **Integrations**
2. Click **Google Calendar**



3. Click **Connect Google Calendar**.
4. Sign in to the Google Calendar you want to integrate, then click **Continue**.
5. On the **Sign in with Google** pop-up, check **Select All**.

 Sign in with Google

usekilo.com wants access to your Google Account

 mateo@usekilo.com

Click "Select All"

Select what **usekilo.com** can access

☐ Select all

 View and edit events on all your calendars. [Learn more](#) ☐

 See and download any calendar you can access using your Google Calendar. [Learn more](#) ☐

Because you're using Sign in with Google, usekilo.com will be able to

 See your personal info, including any personal info you've made publicly available ☒

 See your primary Google Account email address ☒

6. Use the checkboxes to select which **Event Types** you want added to your integrated Google Calendar automatically.

Google Calendar Integration

[Fetch Calendars](#)

Use this feature to customize how Kilo interacts with your Google calendar.

Synchronization

[Force Resync](#)

Configure how Kilo adds events to your Google calendar.

What should we sync?

☒ *Appointments*

☒ *Classes*

Select the Event Types
you want to Sync to Google

Where should we sync it?

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[Save](#)

Conflict Checking

Select which calendars you want to check for conflicts to prevent double bookings

☐ Holidays in United States

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[Delete Integration](#)

7. Select the Google Calendar you want your Kilo events added to.

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What should we sync?

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☒ *Classes*

Choose the Primary Google Calendar that you want add Kilo events to



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☐ Holidays in United States

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[Delete Integration](#)

8. Click **Save**.

How do I choose which calendars are checked for conflicts?

In the integration settings, select any calendars that should be checked for conflicts.

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Select your
"Check for Conflict" Calendars

[Delete Integration](#)

Additional calendars have to be shared with your primary calendar in Google before Kilo GMS can see them. If a shared Google Calendar is missing from the list, click **Fetch Calendars** to attempt to reload your Google Calendars.

For instructions on sharing calendars in Google, see the Google Calendar help documentation:
<https://support.google.com/calendar/answer/37082?hl=en>

Note

A calendar that has not been shared with your primary Google Calendar will not appear in the Check for Conflicts list, no matter how many times it is fetched. Share it in Google first.

How do I push events that were already on my schedule into Google Calendar?

If events were added to your Kilo GMS schedule before you connected the integration, they will not appear in Google Calendar automatically.

1. Go to **Integration** --> Google Calendar
2. Click **Force Resync**.

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[Force Resync](#)

Conflict Checking

Select which calendars you want to check for conflicts to prevent double bookings

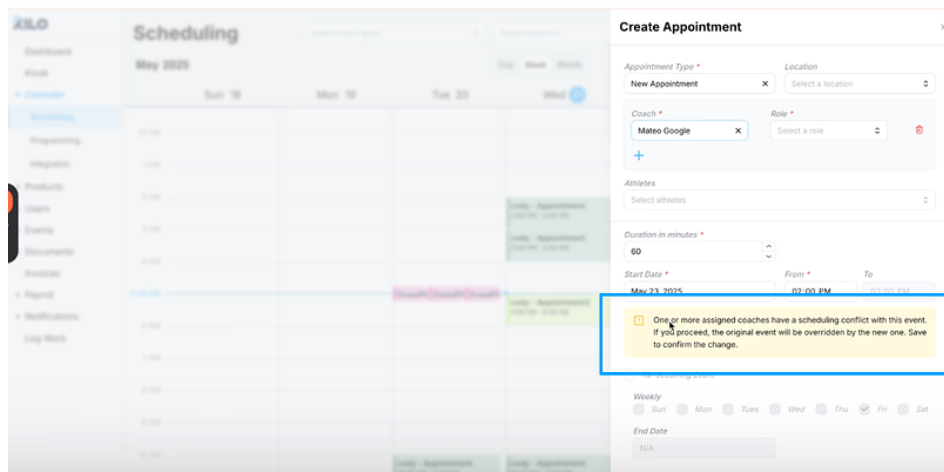
- ☒ Harry Higgins - usekilo
- ☐ Holidays in United States

[Delete Integration](#)

Force Resync is also the tool to use when your Kilo calendar and your Google Calendar have fallen out of step.

How the conflict check works

Once the integration is connected, Kilo GMS alerts you when you schedule a session on behalf of a team member who has a conflicting **busy** event on their connected calendar. You see the alert while you are booking, so you can pick a different time before the session is created.



Frequently asked questions

My calendar is not syncing correctly. Should I use the Delete button?

No. Use Force Resync instead. Deleting the integration when it is not syncing properly can create further problems with the integration. Force Resync is the supported way to clear up inconsistencies between your Kilo calendar and your Google Calendar. If the calendars still disagree after a resync, contact Support at hello@usekilo.com for troubleshooting help.

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Delete Integration

Use "Force Resync" to fix inconsistencies

A shared Google Calendar is missing from the list. How do I get it to show up?

Share the calendar with your primary Google Calendar in Google, then click Fetch Calendars in Kilo GMS. Sharing has to happen on the Google side first. Fetch Calendars reloads the list of calendars Kilo GMS can see, but it cannot surface a calendar that has never been shared.

Which Kilo events end up on my Google Calendar?

Only the event types you check in the integration settings. You choose your event types when you connect the integration, and you can revisit those checkboxes later to add or remove types.

Why am I not getting conflict warnings for a team member?

Conflict checking only covers calendars that are connected and selected for conflict checking. Confirm the team member's calendar is connected, the calendar is selected in the Check for Conflicts list, and that the conflicting event is marked as **busy** in Google.

Helpful tips

- Check **Select All** on the Google sign-in pop-up so the integration has everything it needs
- Share additional calendars in Google before looking for them in Kilo GMS
- Use **Fetch Calendars** when a shared calendar does not appear in the list
- Use **Force Resync** rather than **Delete** whenever the two calendars disagree
- Run a **Force Resync** after connecting if your schedule already had events on it

When this integration is most helpful

- Booking sessions on behalf of coaches and other team members
- Keeping coach availability accurate across two systems
- Giving staff their Kilo schedule in the calendar they already check
- Preventing double-booking against personal or team commitments
- Getting an existing schedule into Google Calendar after connecting

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

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