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Edit and Delete Scheduled Events in Kilo GMS

Laura Gibson - 2026-08-21 - [Calendar & Scheduling](#)

You can **edit or delete an event** that is already on your calendar in Kilo GMS, either as a one-time change or across an entire recurring series. This is how you update a coach, adjust a reservation window, correct appointment details, or remove an event you no longer need.

What you can do when editing a scheduled event

- Edit a single event without affecting the rest of its series
- Edit all future events in a recurring series at once
- Update the coach, role, or athlete on an event
- Delete an event from your calendar

How do I edit an existing event?

1. Log in to app.usekilo.com.
2. Select **Calendar** → **Scheduling** from the left menu.
3. Find and click the event you want to edit. For a recurring series, click the first event in the series.
4. When the editor appears on the right, click **Actions**.
5. Select whether you are editing this one event only or all instances of this event going forward.



6. Update the fields you need to change, for example the Coach, Role, or the Athlete on an appointment.
7. Click **Save**.

Note

Events in the past have limited editing options and can only be updated to change the Coach or Role. If the event time has already passed and you need to change anything else, delete the original event and create a new one with the updated details.

Should I edit this event only or all future events?

Which option you want depends on how you assign coaches.

- **The same coach always runs the class.** Use **Edit all future events** to update every instance of that class at once, for example to correct the reservation window on a class that always has the same coach.
 - **You assign coaches weekly, biweekly, or monthly.** Use **Edit this event only** more often, so your existing coach assignments are not overwritten across the series.
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How do I delete an existing event?

1. Log in to app.usekilo.com.
 2. Select **Calendar** → **Scheduling** from the left menu.
 3. Find and click the event you want to delete. For a recurring series, click the first event in the series.
 4. When the editor appears on the right, click **Actions**.
 5. Select **Delete**.
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If you have questions about editing your calendar in Kilo GMS, our Support team is happy to help. Reach us at hello@usekilo.com.

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