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End or Delete a Recurring Event in Kilo GMS

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

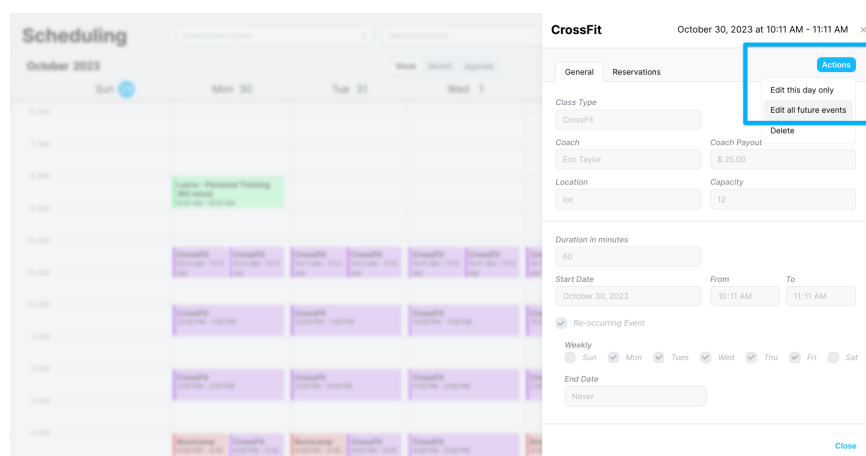
When you create a recurring event in Kilo GMS, it repeats at the interval you selected until its end date, or indefinitely if no end date was set. You can **end a recurring series** by giving it an end date, or **delete individual instances** one at a time.

What you can do with a recurring event

- End a series so no further instances appear after a date you choose
- Delete a single instance without affecting the rest of the series
- Remove past instances individually

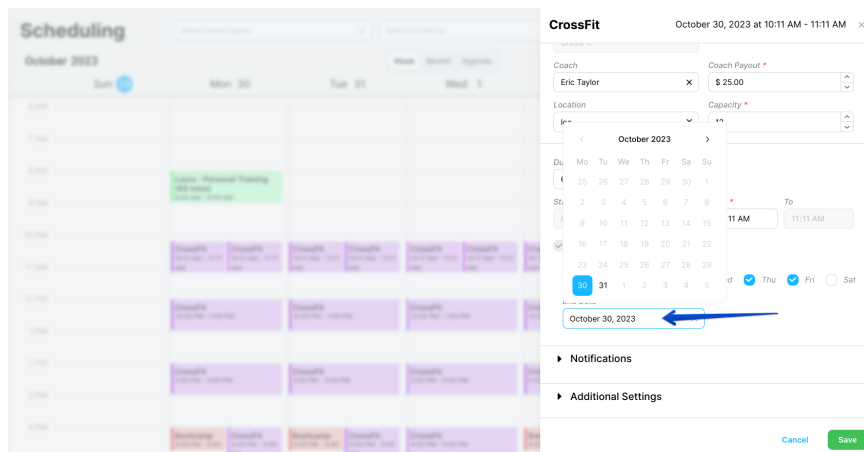
How do I end a recurring event?

1. Go to **Calendar** → **Scheduling**.
2. Click a future instance of the event.
3. In the sidebar editor, click **Actions**.
4. Select **Edit all future events**.



5. Go to the **End Date** field.

6. Select the final day the event should run.



7. Save the change.

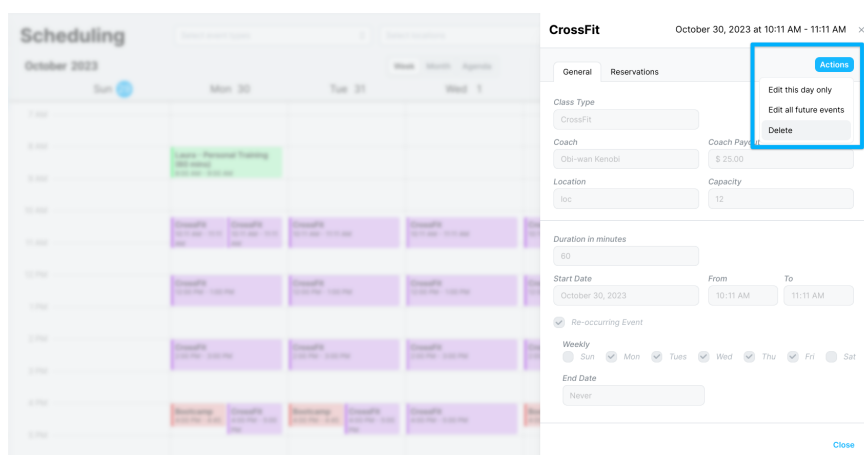
Kilo GMS then removes every instance of the event that falls after the date you selected.

Note

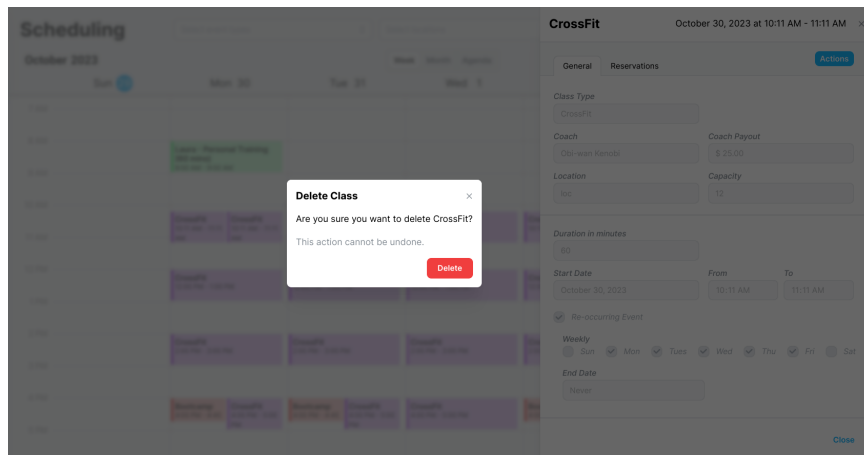
You have to start from an event that is in the future, and you can only choose a future end date. Past instances are not affected by the end date and have to be deleted one at a time.

How do I delete a single instance of a recurring event?

1. Go to **Calendar** → **Scheduling**.
2. Click the individual event you want to delete.
3. In the **Actions** menu, select **Delete**.



4. Confirm the removal by selecting **Delete** again.



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

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