



[Knowledge Base](#) > [Gym Management Software](#) > [Kiosk](#) > [Kiosk and Athlete Check-In](#)

Kiosk and Athlete Check-In

Laura Gibson - 2026-06-22 - [Kiosk](#)

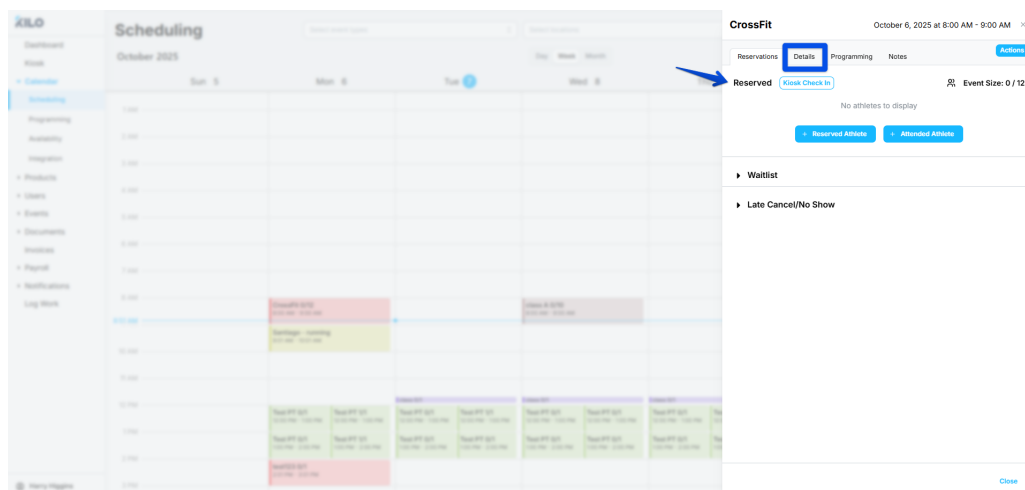
The goal of the **Kiosk and athlete check-in** experience is to make check-ins faster, clearer, and easier for both staff and members. If you're looking for a smooth check-in process with clear visibility into class eligibility, the Kiosk feature helps keep everything simple and easy to manage.

Video

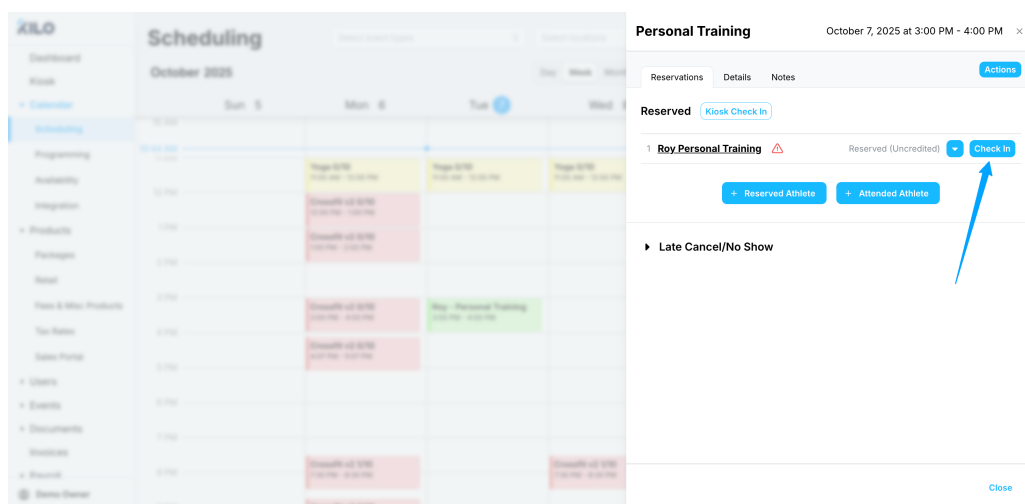
📺 [Video walkthrough can be viewed here!](#)

Check-ins via Events on the Schedule

1. **Event Navigation** When you open an Event on the Schedule, the **Reservations** tab appears first instead of the **Details** tab, so you can get straight to check-ins.



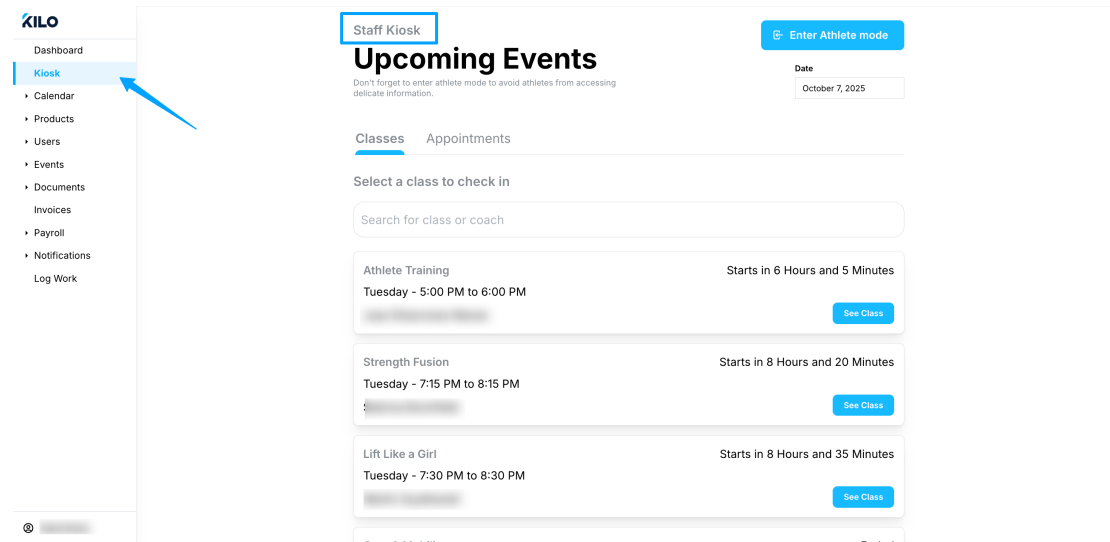
2. **Fast Check-Ins** The **Check-In** button appears within the Reservations tab. Checking in an athlete from the Schedule takes only two clicks.



Check-ins via the Kiosk

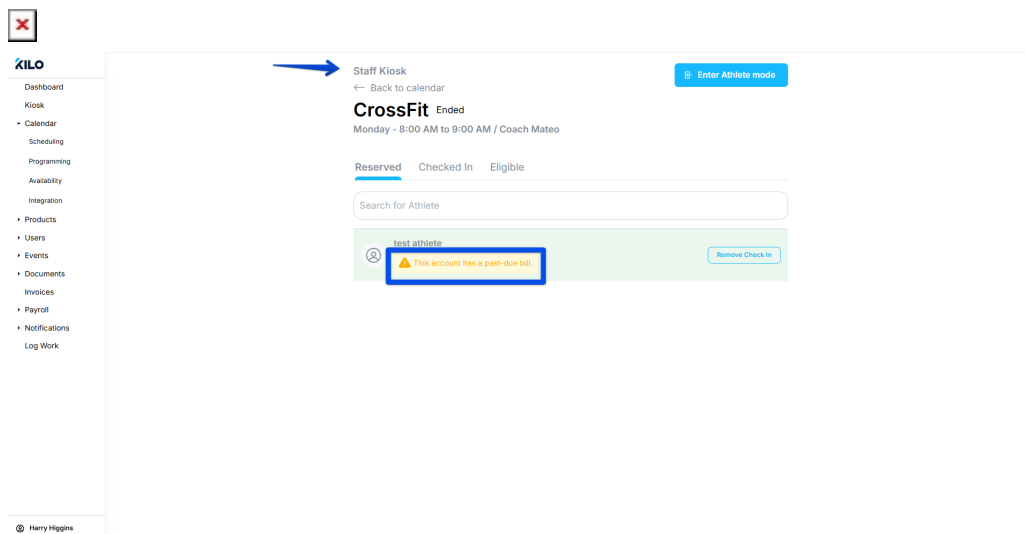
Staff Kiosk View

Staff can view all classes happening that day, check athletes in, and see who is eligible for a class even if they haven't reserved. The **Eligible** view is also available from the Reservations tab in the Event menu.



How the Staff Kiosk behaves:

- Athlete alerts (such as a past due bill or an unsigned document) stay visible under each tab, giving staff full context at check-in.
- Once you check an athlete in, their name leaves the **Reserved** tab and appears only in the **Checked In** tab.
- When you search for an athlete and submit an action (check-in, no-show, and so on), the search bar clears and you stay on the tab you're working in.
- The check-in screen is sized for easier viewing.



From the **mobile app**, staff can tap the screen icon to launch the **Staff Kiosk** view — giving them a quick look at all upcoming events and easy access to check-ins.



Schedule



KILO

All Calendar
Information Loaded

Oct 7, 2025

Day

Week

Month



< Today >

7 Tue Oct 2025

11:41 AM - 11:56 AM class

0/1

0/5

12:00 PM - 1:00 PM Test PT

Coach Mateo (Coach 1)

0/1

0/5

12:00 PM - 1:00 PM Test PT

demo coach (Coach 1)

1/1

0/5

1:00 PM - 2:00 PM Test PT

Asgard Coach (Coach 1)

0/1

0/5

1:00 PM - 2:00 PM Test PT

Coach Mateo (Coach 1)

0/1

0/5



Dashboard



Athletes



Schedule



Products



Account

Upcoming Events

Date

October 7, 2025

Enter Athlete mode

Classes Appointments

Select a class to check in

Search for class or coach

class

Starts in 2 Hours and 44 Minutes

Tuesday -

11:41 AM to 11:56 AM

No Coach

See Class

Test PT

Starts in 3 Hours and 3 Minutes

Tuesday -

12:00 PM to 1:00 PM

demo coach

See Class



Dashboard



Athletes



Schedule



Products

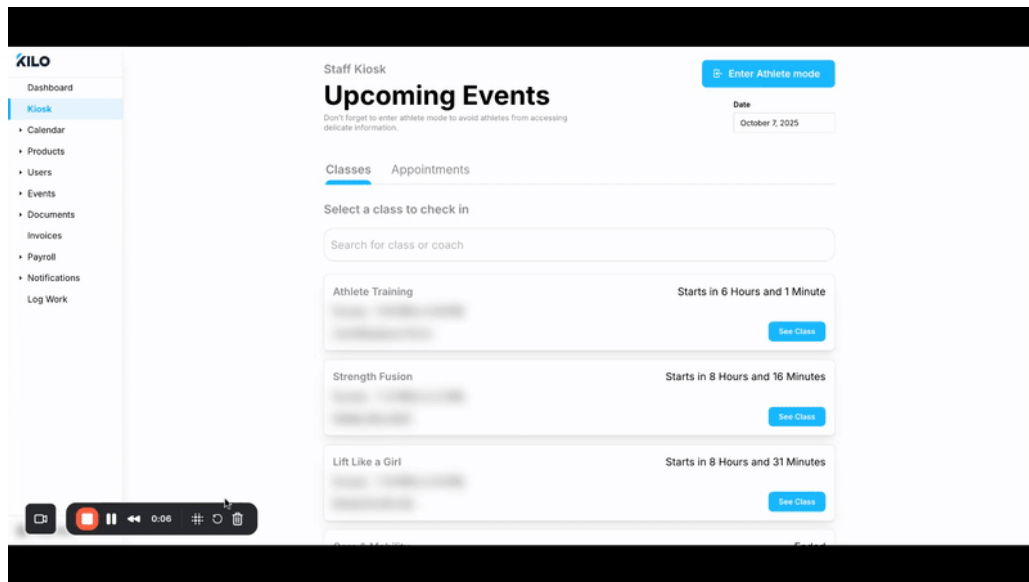


Account

Athlete Kiosk Mode

Athletes can find their name on the **Reserved**, **Checked In**, or **Eligible** tabs.

- Open an upcoming class with the **See Class** button, locate your name on the reserved list, and check in with a single click, no searching required.
- If needed, athletes can search for their name on the Reserved or Eligible lists.



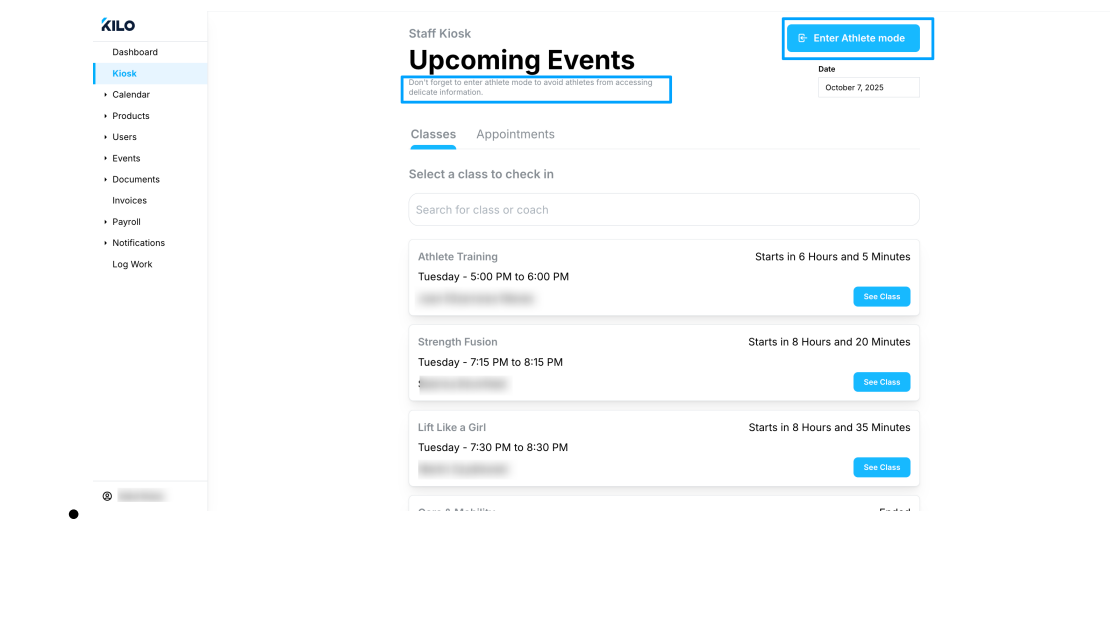
1.

How the Athlete Kiosk behaves:

- Once an athlete checks in, their name leaves the **Reserved** tab and appears only in the **Checked In** tab.
- After a successful action, the screen returns to the class list (**Reserved**) view.
- When a class or appointment has ended (past its end time), its card is removed from the list to keep the check-in flow clean.
- After check-in, the **Check-In** button is replaced by **Checked in** text with a checkmark icon.
- Athletes can still check in even if they have a past due bill or an unsigned document.
- Athlete alerts are hidden in the Athlete Kiosk to protect member privacy.

Locking the Kiosk in Athlete Mode

You can lock the Kiosk on a front-desk iPad or computer by entering **Athlete Mode** using the button in the top right. This mode prevents athletes from seeing sensitive data when they self-check in to classes or appointments.



If you have questions about using the Kiosk in Kilo, contact our Support team at hello@usekilo.com