



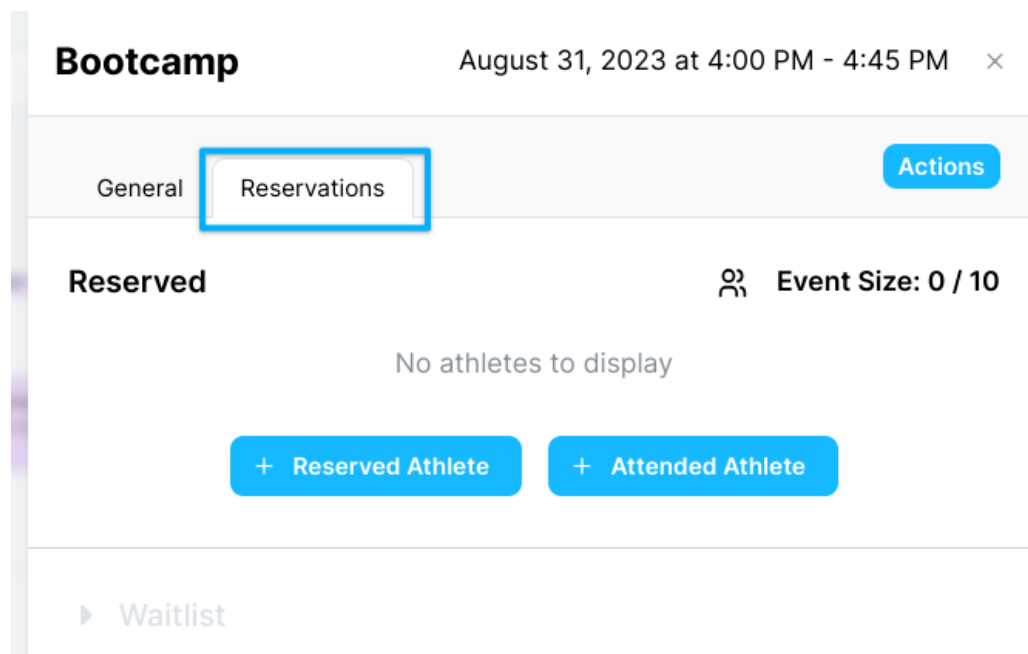
[Knowledge Base](#) > [Gym Management Software](#) > [Calendar & Scheduling](#) > [Manage Athlete Reservations and Attendance](#)

Manage Athlete Reservations and Attendance

Laura Gibson - 2026-09-08 - [Calendar & Scheduling](#)

Add an athlete to a Class event

1. Select Calendar from the menu, then Scheduling. (On mobile, Scheduling is directly in the menu.)
2. Find and click on the event that the athlete would like to attend.
3. Select the Reservations tab.



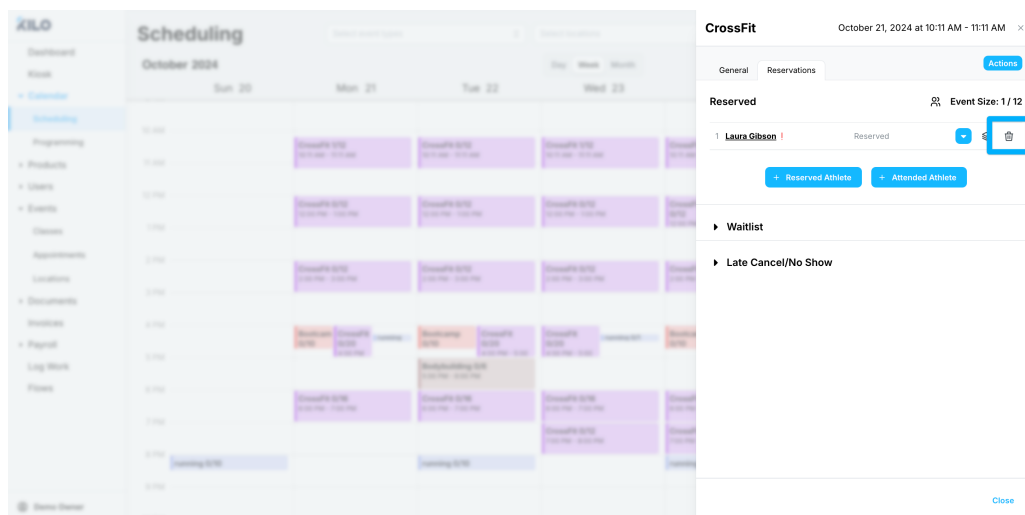
4. Click the "+ Reserved Athlete" button to add an Athlete to an upcoming Class. If the class time has already past and the Athlete attended without a reservation, click "+ Attended Athlete."
5. Search for and select the athlete requiring a reservation.
6. Save.

Athletes may also reserve their own classes by logging into the Kilo Mobile app.

Deleting a reservation for an athlete

1. Select Calendar from the left menu, then Scheduling. (Or Scheduling on mobile.)
2. Find and click on the event that the athlete will no longer attend.

3. Select the Reservations tab.
4. Find the athlete who can no longer attend and select the trash can icon to the right of their name.

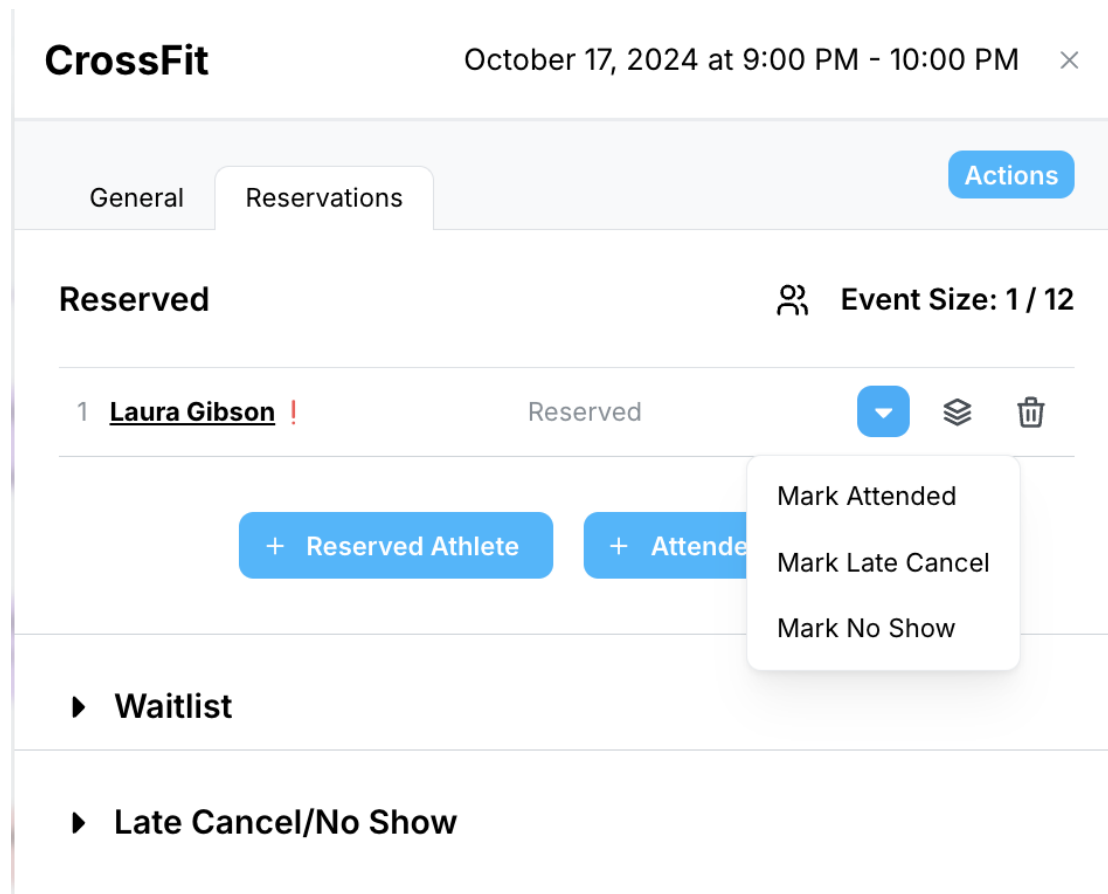


Marking attendance in Kilo

Note

With the introduction of Late Cancel and No Show fees in Kilo, it is important to keep your session attendance records up-to-date.

Athletes carry the "Reserved" status until they are updated to Attended, Late Cancel, or No Show.



- Attended status is granted by an athlete checking in on the Kiosk or being marked as Attended in the Reservations tab.
- Late Cancel status is granted when an athlete cancels within the late cancel window through the app or when they are marked as Late Cancel in the Reservations tab. No Show status is granted when an athlete is marked as a No Show in the Reservations tab.
- If attendance is being marked manually, rather than via Kilo's Kiosk, coaches will proceed to the Schedule following a session.

1. Find and click on the calendar entry which was coached and to the Reservations tab.
2. Update the status of all to all Reserved athletes who attended the session to Attended, Late Cancel, or No Show - per the screenshot above.
3. If necessary, use the "+ Attended Athlete" button to add athletes who had not reserved prior to class, but did attend the session.

If you have further questions related to managing attendance and reservations in Kilo, email our Support team at hello@usekilo.com.