



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

Manage Athlete Reservations and Attendance

Laura Gibson - 2026-10-08 - [Calendar & Scheduling](#)

You can **reserve athletes for classes, remove reservations, and record attendance** from any class on your calendar in Kilo GMS. Every reservation starts as **Reserved** and stays that way until it's updated to **Attended, Late Cancel, or No Show**, so keeping statuses current after each class keeps your attendance records, late cancel and no show fees, and credit deductions accurate.

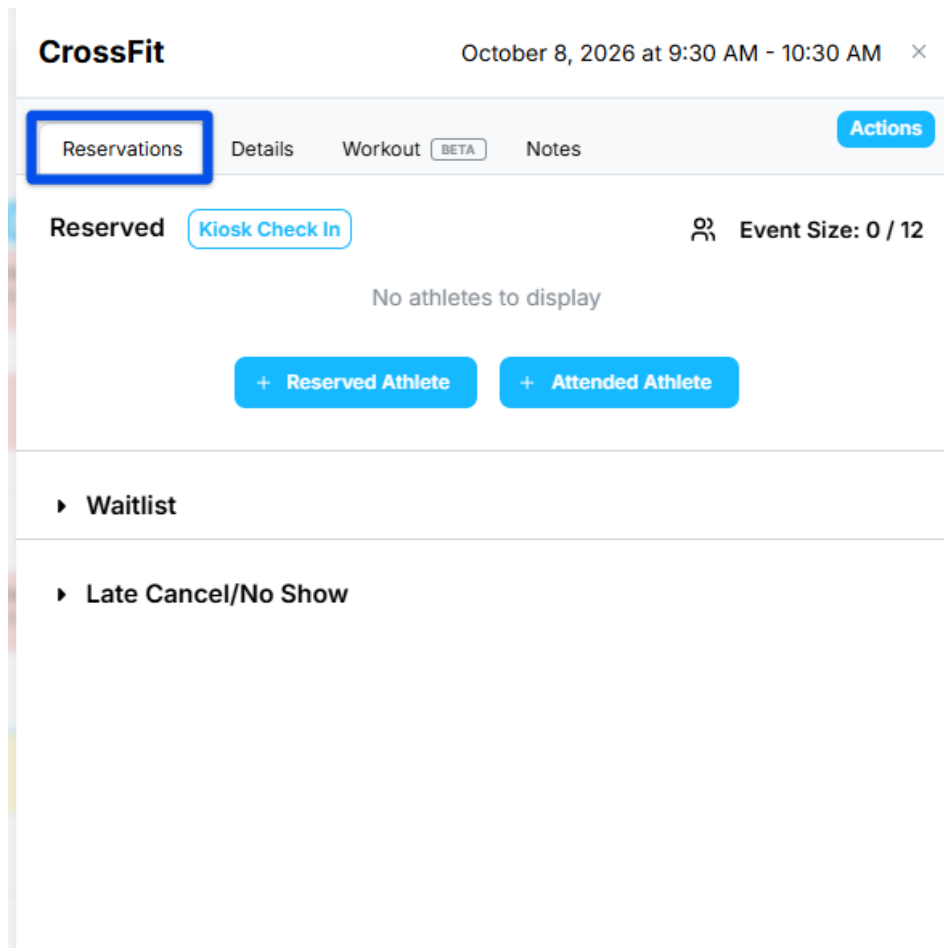
What you can do with reservations and attendance

- Reserve an athlete for an upcoming class
- Add an athlete who attended a class without reserving
- Remove an athlete's reservation
- Check athletes in, or mark them as a late cancel or no show
- Start a bulk reservation from a class

Reserve an athlete for a class

1. Go to **Calendar → Scheduling**.
2. Click the class.
3. Open the **Reservations** tab.
4. Click **+ Reserved Athlete**.
5. Search for and select the athlete.
6. Click **Save**.

Reserving a class uses one of the athlete's package credits. If the athlete has no available credit, Kilo GMS warns that the reservation will be uncredited before you save.

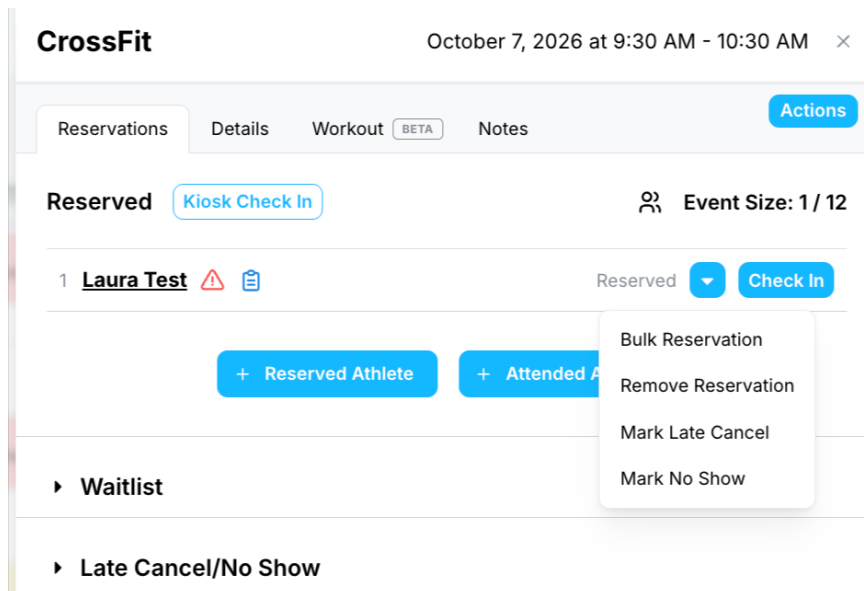


Athletes can also reserve their own classes in the Kilo - Members app, within your gym's reservation settings.

To reserve an athlete for the same class on many dates at once, click the blue dropdown next to their name on a class they're already reserved for and select **Bulk Reservation**. For the full steps, see [Bulk-Reserve an Athlete for Multiple Class Dates](#).

Remove an athlete's reservation

1. Go to **Calendar** → **Scheduling**.
2. Click the class.
3. Open the **Reservations** tab.
4. Click the blue dropdown next to the athlete's name.
5. Select **Remove Reservation**.



Removing a reservation deletes it and returns the credit to the athlete's package. If the athlete contacted you to cancel and you want the cancellation recorded, select **Mark Late Cancel** instead.

To remove many reservations at once, use the **Reservations** tab on the athlete's profile.

Warning

Canceling reservations will trigger notifications enabled through Automation Flows. If you do not wish Athletes to receive cancellation notifications, disable the notification first, then cancel the reservations, and re-enable the notification when done with the updates.

Mark attendance after a class

1. Go to **Calendar** → **Scheduling**.
2. Click the class.
3. Open the **Reservations** tab.
4. Click **Check In** next to each athlete who attended.
5. For each athlete who didn't attend, click the blue dropdown next to their name and select **Mark Late Cancel** or **Mark No Show**.
6. Click **+ Attended Athlete** to add anyone who attended without a reservation, then select the athlete and click **Save**.

Athletes who check themselves in on the Kiosk are marked **Attended** automatically.

Attendance statuses

Status	How it's set
Reserved	The athlete reserves a class, or staff add them with + Reserved Athlete

Attended	The athlete checks in on the Kiosk, or staff click Check In
Late Cancel	The athlete cancels in the Kilo app inside your late cancellation window, or staff select Mark Late Cancel
No Show	Staff select Mark No Show

Whether a late cancel or no show charges a fee or deducts a credit depends on your **Reservation, Waitlist, and Cancellation Settings: Auto-charge fee for late cancellation, Deduct credit for late cancellation, Auto-charge fee for no show, and Deduct credit for no show.**

Frequently asked questions

Does reserving a class use a credit?

Yes. A credit is allocated when the reservation is made, before the athlete checks in. Removing the reservation returns the credit to the athlete's package.

Do late cancels and no shows use a credit?

That depends on your gym's settings. Deduct credit for late cancellation and Deduct credit for no show in your **Reservation, Waitlist, and Cancellation Settings** control whether the credit is kept or returned.

Why can't I check an athlete in?

Their reservation is most likely uncredited. An uncredited reservation can't be checked in until it has a credit. See [Uncredited Reservations Explained](#) for how to assign one.

Do I need to mark attendance if athletes use the Kiosk?

Athletes who check in on the Kiosk are marked Attended automatically. After class, you still need to mark anyone who didn't show up as **Late Cancel** or **No Show**, since their status otherwise stays **Reserved**.

Helpful tips

- Update every **Reserved** athlete after each class so fees and credit deductions apply correctly
- Use **Mark Late Cancel** when an athlete contacts you to cancel late, so the cancellation is recorded
- Use **+ Attended Athlete** for walk-ins so their visit counts toward their attendance history
- Remove a run of future reservations in one pass from the **Reservations** tab on the athlete's profile.

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

- [Tags](#)
- [Gym Management](#)