Share a Private Sales Portal Link

Laura Gibson - 2026-10-24 - Sales Portal

Setting a package or billing plan to **Private** gives it its own link and hides it from your main Sales Portal page. Only people you send the link to can purchase it, which makes private links useful for exclusive offers, invite-only programs, and special pricing for a specific group.

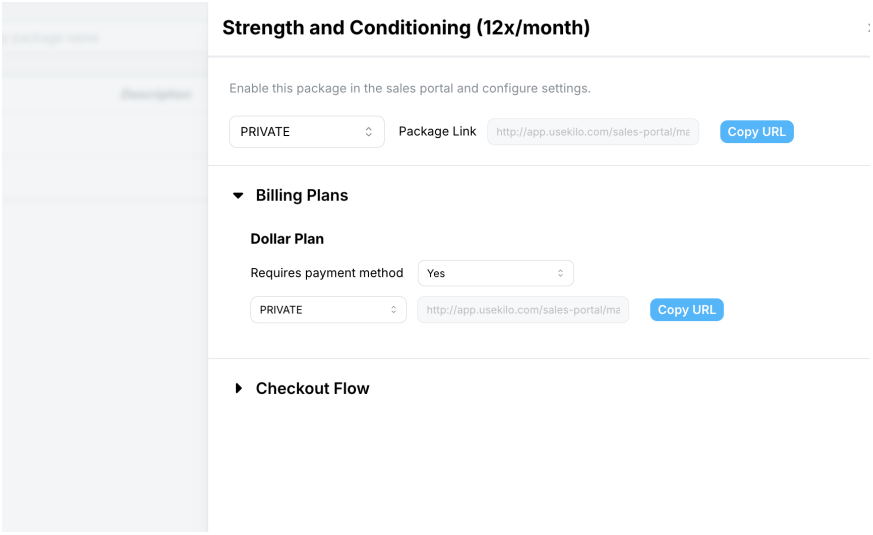
What you can do with private links

- Share a package that only invited buyers can see
- Offer a special price on a public package without showing that price to everyone
- Send the link by email, text, or from your website
- Keep a private offer out of the Kilo Members app with its own visibility setting

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Share a private link

1. Go to **Products → Packages**.
2. Click the action button to the far right of the package, then select **Sales Portal Options**.
3. Set **Sales Portal Visibility** to **Private** for the package, and open the **Billing Plans** drop down and set it to **Private** for a billing plan.
4. Click **Copy URL** next to the visibility setting.



5. Click **Save**.

6. Share the link by email, text, or on your website.

A package link opens the package with a **Choose a billing plan** window. A billing plan link opens that specific billing plan.

Private package vs. private billing plan: which should you use?

Situation	Make the package private	Make the billing plan private
The whole offer is invite-only	Yes	No
The package is public, but one price is for a specific group	No	Yes
Example	A founding member offer you send to a waitlist	A Friends & Family rate on your public Drop-In package

For example, you may have a Drop-In package with two billing plans: Standard at $25 and Friends & Family at $15. Set Standard to **Public**, so anyone browsing your Sales Portal sees the $25 option. Set Friends & Family to **Private**, then copy its link and share it with your coaches' families. Others browsing the portal won't see the $15 option, but anyone with the direct link can check out at that price.

Frequently asked questions

Will a private package show up in the Kilo Members app?

Only if its Athlete App Visibility is Enabled. App visibility is set separately from Sales Portal visibility. To keep a private offer out of the app, set **Athlete App Visibility** to **Disabled**.

Where do I find a private link again later?

Open the package's Sales Portal Options. The link appears next to the visibility setting, and you can click **Copy URL** again at any time.

Helpful tips

- Use a private billing plan for discounted rates instead of applying discounts by hand at checkout.
- Name private billing plans clearly, such as Friends & Family or Staff Rate, so your team can tell them apart in reports.
- Open the link in an incognito or guest window before sending it to confirm buyers see what you expect.

When private links are most helpful

- Offering a friends and family, staff, or referral rate
- Running an invite-only challenge or founding member offer
- Sending a specific package to a lead after a consultation
- Sharing corporate partner pricing with one company's employees

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If you have questions about private Sales Portal links in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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