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Reschedule with Drag and Drop

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You can **drag and drop classes or appointments directly on the calendar** to quickly reschedule events, reassign coaches, and update recurring sessions in just a few clicks. This helps you make fast schedule changes without opening and editing each event manually.

What you can do with drag and drop

Using drag and drop in your Schedule allows you to:

- Move classes or appointments to a new time
- Adjust event duration by dragging the bottom of the event
- See a before-and-after preview of schedule changes before confirming
- Reassign coaches quickly
- Update single events in a recurring series
- Choose whether to notify athletes about changes
- Make fast schedule adjustments directly from the calendar

All changes are made from the **Schedule Day or Week view**.

How do I move an event to a new time?

1. Go to **Schedule**.
2. Click and hold the class or appointment.
3. Drag it to a new time slot.
4. Release to drop the event.

The system will guide you through the next steps if the event is part of a recurring series.

Note

After dragging an event, you will see a confirmation window showing the old event details and new event details before saving. This allows you to review the change and confirm accuracy before the update is applied.

How do I change an event's duration?

You can quickly adjust how long a class or appointment runs without opening the edit drawer.

1. Go to **Schedule**.
2. Click and hold the bottom of the event.
3. Drag down to extend the duration or up to shorten it.
4. Release to apply the change.
5. Confirm the update.

This is helpful when:

- A class needs extra time
- Personal training sessions change length
- Specialty sessions run longer than planned

How do I change the assigned coach?

1. Click and hold the event.
2. Drag it to the desired coach's column.
3. Release to assign the new coach.

The event will update automatically after you confirm the changes.

How do recurring events work with drag and drop?

When you drag an event that belongs to a recurring series, Kilo asks whether you want to update just this event or all future events.

Edit this event only

- Breaks this event out of the recurring series
- Creates a standalone event
- The original recurring series continues as normal
- Only available for future events; past events cannot be separated from the series

Edit all future events

- Updates this event and all future occurrences
- Keeps the recurring structure in place

This makes it much easier to handle one-off schedule changes without disrupting your full recurring schedule.

Note

When editing all future events, only time, duration, and coach can be updated using drag and drop. The event date cannot be changed for a recurring series. This prevents future athlete reservations from being lost.

To move a recurring class to a new day:

1. End the existing recurring series.
2. Create a new recurring class on the new day.

Can I choose whether athletes are notified?

Yes. After moving or editing an event, you choose between Send notification and Don't send notification.

You will see a side-by-side preview of the old event and new event before choosing whether to send notifications. Notifications follow your existing notification flows for rescheduled events.

When to send notifications:

- Class time changes
- Coach changes
- Appointment rescheduling
- Any update athletes need to know about

When you might skip notifications:

- Minor internal schedule adjustments
- Small corrections
- Changes that do not affect athletes

This helps prevent unnecessary messages being sent to your members.

What can't be moved with drag and drop?

To protect your schedule and athlete records, drag and drop has built-in safeguards. You will not be able to:

- Move events into the past
- Drag events that span across midnight
- Move events where athletes have already checked in
- Move events with late cancellations or no-shows recorded
- Change the date of all future recurring events using drag and drop

If one of these actions is attempted, the system displays a clear message explaining why the change cannot be made.

If you attempt to move a recurring event to a different day using **Edit All Future Events**, the event returns to its original date and only the new time is applied. This ensures athlete reservations remain intact.

When drag and drop is most helpful

- A class needs to be rescheduled quickly
- A coach becomes unavailable
- You need to make real-time schedule adjustments
- A single recurring class needs a one-time change
- Extending or shortening class duration quickly
- Making fast adjustments during schedule planning
- Managing coach coverage in real time

It allows you to keep your schedule accurate without opening multiple menus or editing each event manually. Drag and drop is designed for fast schedule adjustments without losing reservations or disrupting recurring classes. For full-day changes to recurring classes, always create a new recurring series.

Helpful tips

- Changes apply immediately after dropping the event and confirming your selections
- Always double-check the new time and coach
- Use **Edit This Event Only** for one-time changes
- Use **Edit All Future Events** for long-term schedule updates
- Send notifications when athletes need to know about the change
- Drag the bottom of an event to change duration

- Standalone events skip the recurring series prompt
- Recurring events always require choosing **This Event Only** or **All Future Events**
- To move a recurring class to a different day, create a new recurring series
- Always review the old vs. new event preview before saving

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

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