Restore Deleted Calendars in GLM

Mavilyn Carlos - 2026-10-09 - Calendars

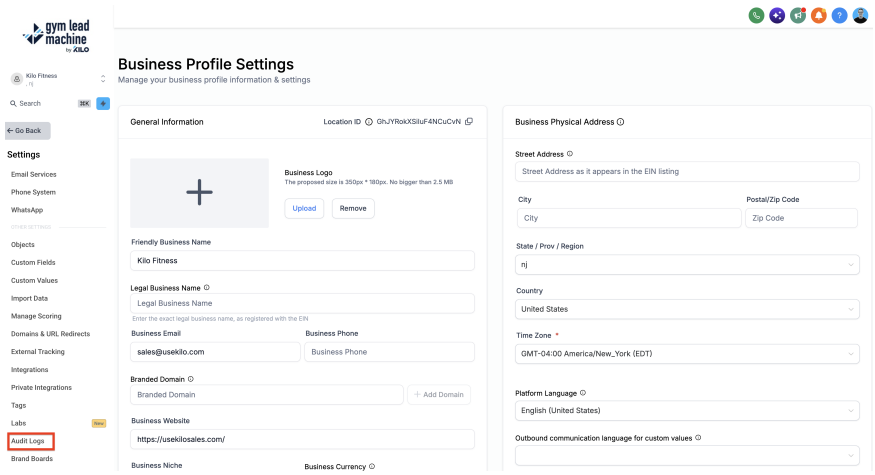
The **Restore Calendar** feature in Gym Lead Machine allows you to recover deleted calendars along with their associated appointments. This feature is valuable if you have accidentally deleted a calendar and need to restore it, ensuring that both the calendar and its appointments are recovered seamlessly.

When a calendar is deleted, all appointments associated with it are also removed. The Restore Calendar feature enables you to recover both the calendar and its deleted appointments, provided the appointments were deleted within a specific timeframe relative to the calendar deletion.

How Do I Restore a Deleted Calendar?

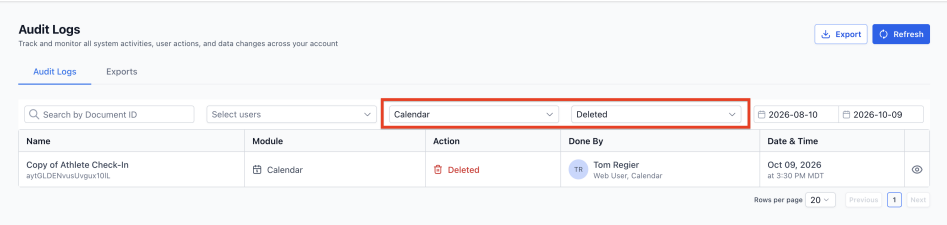
1. **Navigate to Settings.** Log into your Gym Lead Machine account and go to **Settings** from the left-side menu.

2. **Go to Audit Logs.** Select **Audit Logs** from the menu. This section records all actions, including calendar deletions.

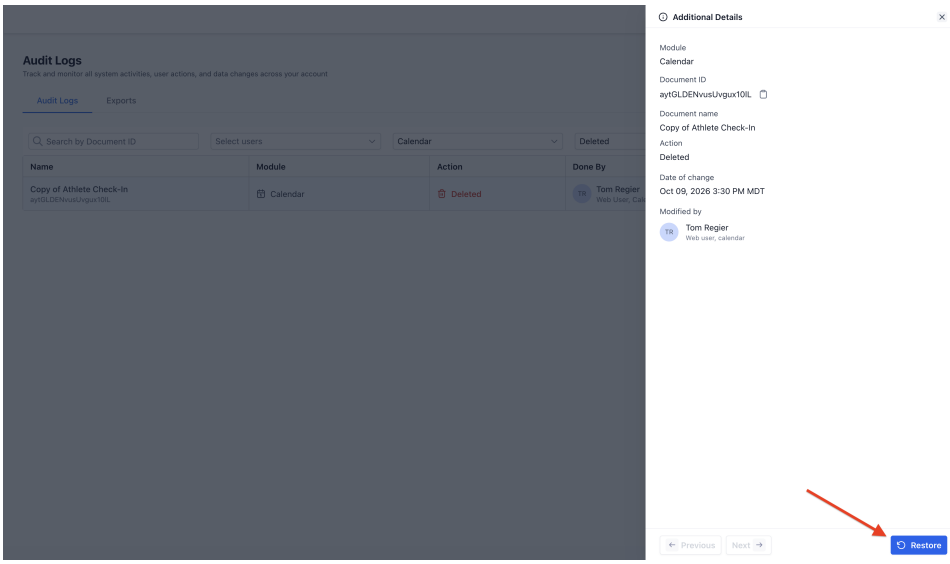


3. **Find the entry log for the deleted calendar.** If you just deleted it recently, it will likely be near the top of the audit logs. If it took place a few days or weeks ago, you may need to filter.

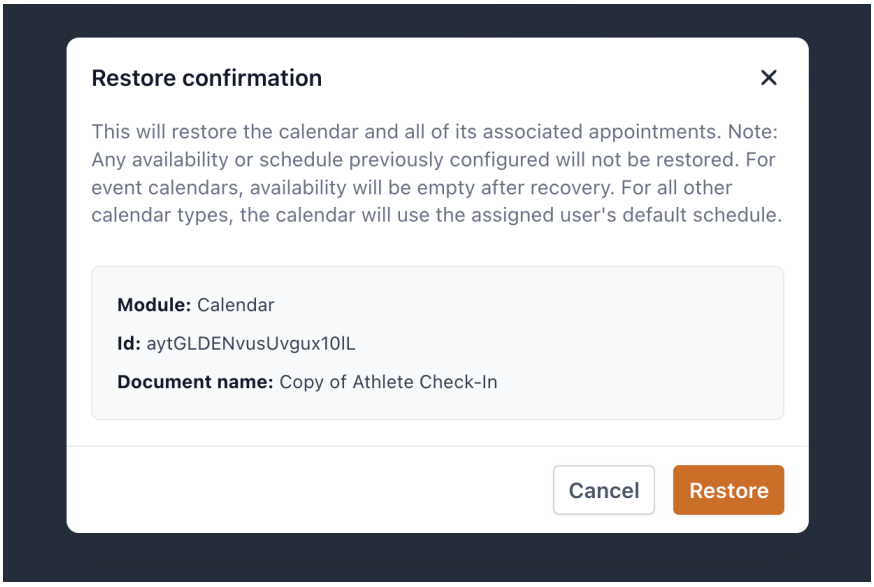
    - Filter “Module” by “Calendar”
    - Filter “Actions” by “Deleted”



1. **Restore the calendar.** Click on the entry log. This will open up a pop-up. Click **Restore**.



1. **Confirmation.** Click **Restore** one more time. Your calendar, along with all appointments that were deleted with it, will be successfully restored.



What Should I Keep in Mind When Restoring a Calendar?

- **Appointments are deleted with the calendar**: When you delete a calendar, all appointments associated with that calendar are also deleted.

- **Timeframe for appointment restoration**: Appointments deleted within 30 minutes either side of the calendar deletion time will be restored along with the calendar. Any appointments deleted outside this 30-minute window will not be recovered. For example, if a calendar is deleted at 10:00 AM, only those appointments deleted between 9:30 AM and 10:30 AM (assuming they were linked to the calendar deletion) will be restored. If an appointment was deleted at 9:00 AM on the same day, it will not be restored.

- **Audit log retention**: Audit logs, which track deletions and other actions, are retained for a maximum of 60 days. It is important to restore any deleted calendars within this period to prevent permanent data loss.

Example Scenario

If you delete a calendar at 10:00 AM, all appointments linked to that calendar are immediately deleted. These appointments fall within the 30-minute deletion window. When you choose to restore the calendar, all such appointments will be recovered.

However, if an appointment was independently deleted at 9:00 AM on the same day, it will not be restored, since it falls outside the 30-minute window. This rule ensures that only those appointments directly affected by the calendar deletion are restored, not any that were deleted earlier or separately by the user.

By utilizing the Restore Calendar feature, you can confidently manage your calendars and appointments, knowing that accidental deletions can be undone efficiently and accurately.

If you have questions about restoring deleted calendars in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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