



[Knowledge Base](#) > [Gym Management Software](#) > [Staff](#) > [Retire a Staff Profile \(For Gym Owners\)](#)

Retire a Staff Profile (For Gym Owners)

Mavilyn Carlos - 2026-08-17 - [Staff](#)

Following the User Roles update that was released on February 14-16, gym owners no longer need both an **Owner** and **Staff** profile to appear on the Coach list for events! Retiring your Staff account will streamline your login options and prevent duplicate entries on the Coach list in your schedule and the Assign Rates list in Payroll.

If you created a **Staff** profile solely for this purpose, follow the steps below to retire it properly.

Steps to Retire Your Staff Account

1. Log in to Kilo using your Owner/Admin account.

Click on your name in the lower-left corner and select Account Details.

Update your name (temporarily) to indicate ownership, e.g., change:

- First Name: Harry Owner
- Last Name: Higgins
- Go to the Integration option under Schedule and ensure your Google profile is integrated.
 - [Google Integration help article](#)
 - Your Google Calendar will now be linked to both your Staff and Owner profiles—this is expected.

2. Go to Schedule → Calendar and filter by your Staff profile to view all events where this profile is assigned as a Coach.

Edit all future events where your Staff profile is assigned as Coach and reassign them to your updated Owner profile.

Go to Users → Staff and delete your Staff profile.

- Don't worry—this is a soft delete, meaning historical scheduling and payroll records will remain intact

For a step-by-step video walkthrough, check out [this video](#).