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Schedule Classes and Appointments

Laura Gibson - 2026-09-08 - [Calendar & Scheduling](#)
Note

Before adding events to the Calendar in Kilo, you'll want to have already added:

- Relevant Events, Locations, and Staff (coaches, in particular).
 - Events (a Class or Appointment) are required, while Location and Coaches are optional fields, though it can streamline the process for you to create detailed, recurring events when possible.
- Pay Rates and Assigned Rates for Coaches. Without the ability to assign a coach and a role, you will not be able to save a session in the calendar.
 - Learn more about Payroll features in Kilo, [here](#).
 - Not planning to use Payroll through Kilo? Create one role with a \$0 pay rate and assign it to all of your Staff so you are able to save sessions in Kilo assigned to specific coaches.

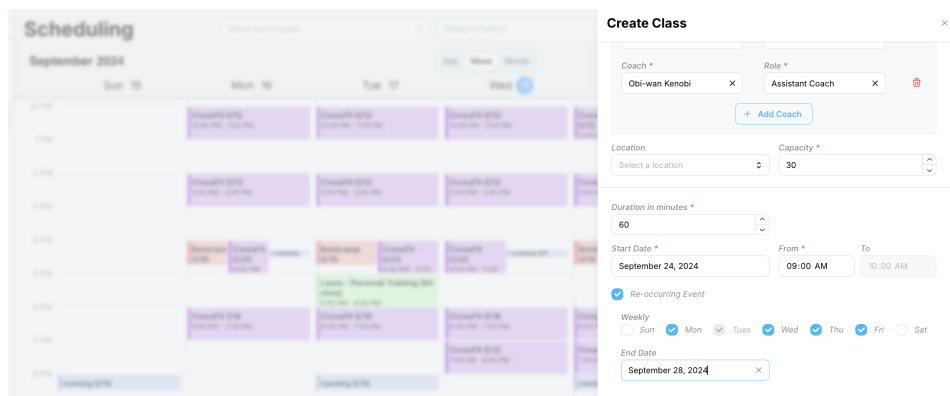
Add a new Class or Appointment event to the schedule in Kilo:

1. Login to app.usekilo.com
2. Select Calendar on the left menu, and then Scheduling
3. Click the "+ Event" button in the upper right corner of your screen
4. Select if you'll be adding a Class type or an Appointment to the calendar
5. Complete the event editor that appears on the right:
 1. Select the relevant Class or Appointment type.
 2. Select a coach and the role this coach will be filling during this class
 1. If you want to assign coaches to sessions in Kilo, you must also assign a role in order to save
 2. If you are not using Payroll features in Kilo and do not want to assign a specific coach, use the trash can icon to remove the coach/role requirement.
 3. If you do not plan to use Payroll through Kilo but want to assign coaches to sessions in the Schedule, create one pay rate with a \$0 pay out and assign that role to each of your coaches so it can be selected here.

3. Add additional coaches/roles as needed



4. For Appointments, you *must* select the athlete or athletes for whom this session is being booked.
5. Override the Duration in minutes, if needed for this session.
6. Select the Start Date and Time (end time will calculate automatically based on duration).
7. If this is a recurring event, select that checkbox. Then, select the days of the week on which the event recurs.
8. If needed for short-term recurring events, pick an End Date. If not needed, continue without completing the field and the event will be scheduled for all-time.



9. If you need to override any standard Additional Settings, do so via the drop-down menu.
10. Save.

If you have further questions regarding Scheduling in Kilo, please email our Support team at hello@usekilo.com.