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Schedule Multiple or Recurring Events in Kilo GMS

Sandy Tannheimer - 2026-08-25 - [Events: Classes, Appointments & Locations](#)

You can create several appointments or classes in one scheduling flow in Kilo GMS, either as independent sessions on different dates using **Single Event**, or as a series that repeats on a pattern using **Recurring Event**. Anyone who schedules in Kilo GMS can use it, including gym owners, coaches, and front desk staff.

What you can do with multi-date and recurring scheduling

- Create up to 15 independent appointments or classes in one submission
 - Add or remove date and time rows before you submit
 - Set up a series that repeats weekly, every two weeks, or monthly
 - Keep independent sessions fully separate, so editing or canceling one leaves the others alone
 - Fix only the rows that fail, without losing the ones that already saved
 - Send one summarized notification instead of one per session
-

Schedule several events on different dates

1. Go to **Schedule** and start a new appointment or class.
2. Fill in the shared details: type, athlete or capacity, coach, location, and duration.
3. Under scheduling type, select **Single Event**.
4. Add a row for each session, with its own date and time.
5. Add or remove rows as needed. At least one row is required, and you can create up to 15 in one submission.
6. Click **Save**.

Note

Sessions created this way are independent of one another. Editing, rescheduling, or canceling one has no effect on the others, even though you created them together.

Set up a recurring series

1. Go to **Schedule** and start a new appointment or class.
2. Fill in the shared details: type, athlete or capacity, coach, location, and duration.
3. Under scheduling type, select **Recurring Event**.
4. Choose how often it repeats: **Weekly**, **Biweekly**, or **Monthly**.
5. Set the start date, and an end date if the series should stop on a specific day.
6. Select the days of the week the series runs on, along with the time and duration.

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SESSIONS

Single Appointment

Recurring Event

Recurrence Type

Weekly
Every 7 days

Biweekly
Every 14 days

Monthly
Every 30 days

Days of the week

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Start date *

dd/mm/yyyy

Select a recurrence type to enable calendar dates

End date (optional)

Never

Select a recurrence type to enable calendar dates

From *

--:-- --

To

AUTO

7. Click **Save**.

Without an end date, the series continues on an ongoing basis.

Note

Monthly recurrence keeps the original calendar day where the month allows it. When a month is too short for that day, that occurrence falls on the last day of the month, and later months return to the original day.

Multiple dates vs. a recurring series: which should you use?

Situation	Use Single Event	Use Recurring Event
Sessions fall on different, non-repeating dates	Yes	No
The same time slot should repeat automatically	No	Yes
You need more than one time of day in the same pattern	Yes, as separate rows	No, build one series per time
Each session should be fully independent after creation	Yes	Sessions stay linked as a series
You need to reschedule or cancel every future occurrence at once	Not applicable, each session is separate	Yes, through the series edit and cancel options

Appointments vs. classes: what is different?

Appointment	Class
Scheduled for a specific athlete	Scheduled with a capacity
Uses an appointment type	Uses a class type
Sends appointment notifications	Sends class notifications

Everything else about creating several events at once or building a series works the same way for both.

Frequently asked questions

What is the difference between creating several events at once and setting up a recurring series?

Single Event creates up to 15 independent sessions in one submission. Recurring Event generates sessions automatically from a repeating pattern. Sessions submitted together as single events have no ongoing connection to each other. Sessions in a series stay linked, so the series edit and cancel options apply to all of them.

How many events can I create at once?

Up to 15 appointments or classes in a single submission. At least one row is required, and you can add or remove rows before submitting.

Will my athlete or coach get a notification for every session I create?

No. They get one summarized notification for the whole submission rather than a separate message per session. For appointments, both the athlete and the coach receive it. For classes, the coach receives it. Athletes are not notified when a class is created; they are notified based on their own reservation in that class.

Does a recurring series send the same summarized notification?

Yes. A series sends one summary notification that includes the recurrence details, rather than one per occurrence. Recipients follow the same rule: athlete and coach for appointments, coach only for classes.

What happens if only some of my sessions fail to save?

Every session that saved stays saved. Only the failed rows remain in the flow so you can fix and resubmit them. Failed rows show an inline error explaining what to correct.

Can a recurring series run at more than one time of day?

No. A single series supports one time of day. To run the same days at different times, build a separate series for each time, or create those sessions as single events instead.

What happens to a monthly series in a month that does not have the day I selected?

That occurrence falls on the last day of the month, and the following month returns to the original day. A series set to the 31st runs on the 28th or 29th in February, then the 31st in March, the 30th in April, and so on.

Why can I not create this session?

A session is blocked when the date is in the past, when the coach or athlete already has a conflicting session at that time, or when it duplicates an existing appointment or class. Correct the flagged row and resubmit.

Does creating several sessions at once change how I edit or cancel them?

No. Single events are fully independent, so editing or canceling one has no effect on the others. Sessions in a recurring series follow the series edit and cancel behavior.

I set up a recurring class series. How do I get an athlete booked into all of it?

Scheduling creates the classes; reserving an athlete into them is a separate step. For a class series, a staff member reserves the athlete across the dates using Bulk Reservation on the class Reservations tab. Appointments work differently: an appointment is scheduled for a specific athlete, so the athlete is already attached to every session in the series.

Helpful tips

- Use **Single Event** for sessions that do not follow a repeating pattern, even when you create several at once.
- Use **Recurring Event** when the same time slot should repeat automatically.
- Add and remove rows freely before submitting. Nothing saves until you submit.
- After a partial failure, fix only the flagged rows. The successful sessions are already saved.
- Plan separate series when you need several times of day on the same days, rather than trying to fit them into one.
- Set an end date when a series has a known finish, so you are not canceling occurrences later.

When this feature is most helpful

- Booking several one-off personal training sessions across a week for the same athlete
- Setting up a coach's weekly or biweekly class schedule
- Building a monthly appointment without recreating it each month
- Recovering from a partial scheduling error without losing the sessions that saved

- Standing up a new program's full schedule before you open reservations

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

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