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Set Individual User Availability in GLM

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In Gym Lead Machine, **user availability** determines when you (or your staff) are open to accepting appointments like No Sweat Intros, Goal Reviews, or Nutrition Consults. Setting this up properly ensures smooth scheduling, eliminates conflicts, and helps automate your calendar management.

Whether you're setting up availability for yourself or a staff member, this guide will walk you through both processes step by step.

How Do I Set My Own Availability?

Create a schedule in your profile settings, then assign it to the right calendar(s). Watch the video below for a quick walkthrough, or follow the written steps underneath.

Step 1: Go to your profile settings.

1. From your **Dashboard**, click **Settings** in the left-hand menu.
2. Select **My Profile**.
3. Scroll down to the **Schedules** section.

Step 2: Create or edit a schedule.

1. You can create one master schedule or multiple schedules for different appointment types.
2. Click **+ Add Schedule** and name it something like "Jordan's Schedule."

3. Set the days and times you're available (e.g., Monday to Friday, 8:00 AM to 5:00 PM).

Step 3: Assign your schedule to a calendar.

1. Click into the schedule and find the **Active On** section.
2. Make sure you're selected as a user on the right calendar(s).
3. If you don't see the calendar listed, go to **Calendars**, edit the calendar, and add yourself as a user.

Optional: Use multiple schedules. You can create unique schedules for different appointment types (for example, a "No Sweat Intro" schedule vs. a "Goal Review" schedule), then assign each schedule to its matching calendar.

How Do I Set Availability for Staff Members?

Setting availability for your team works just like setting it for yourself, with a few additional steps.

Watch the video below for a quick walkthrough, or follow the written steps underneath.

Step 1: Go to the staff member's profile.

1. Go to **Settings → My Staff**.
2. Select the staff member (e.g., John Doe).
3. Scroll down to the **Schedules** section.

Step 2: Set their default availability.

1. Create or edit a schedule (e.g., Monday to Friday, 8:00 AM to 5:00 PM).
2. Click **Update Availability**.

Step 3: Assign them to calendars.

If you try to assign them and get a message like "No calendar can be found":

1. Go to **Calendars** and select the correct calendar (e.g., Nutrition Consults or No Sweat Intros).
2. Add the staff member under **Users** for that calendar.

Step 4: Customize availability per calendar (optional).

If you want different availability for different appointment types (e.g., available for No Sweat Intros until 5 PM but Nutrition Consults only until 4 PM):

1. Go to **Calendars**.
2. Select the calendar (e.g., Nutrition Consult).
3. Click **Availability**, then **Edit** the staff member's time block for that calendar only.
4. Save your changes.

This overrides the default schedule only for that calendar, without affecting their availability elsewhere.

What Are the Two Ways to Manage Availability?

You can either create multiple schedules or customize one master schedule at the calendar level.

1. **Create multiple schedules** per appointment type and assign them to matching calendars.
2. **Use one master schedule** and customize availability on the calendar level.

Both methods work: choose whichever fits your team's workflow best!

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

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