Set Individual User Availability in GLM

Mavilyn Carlos - 2026-10-07 - Calendars

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.

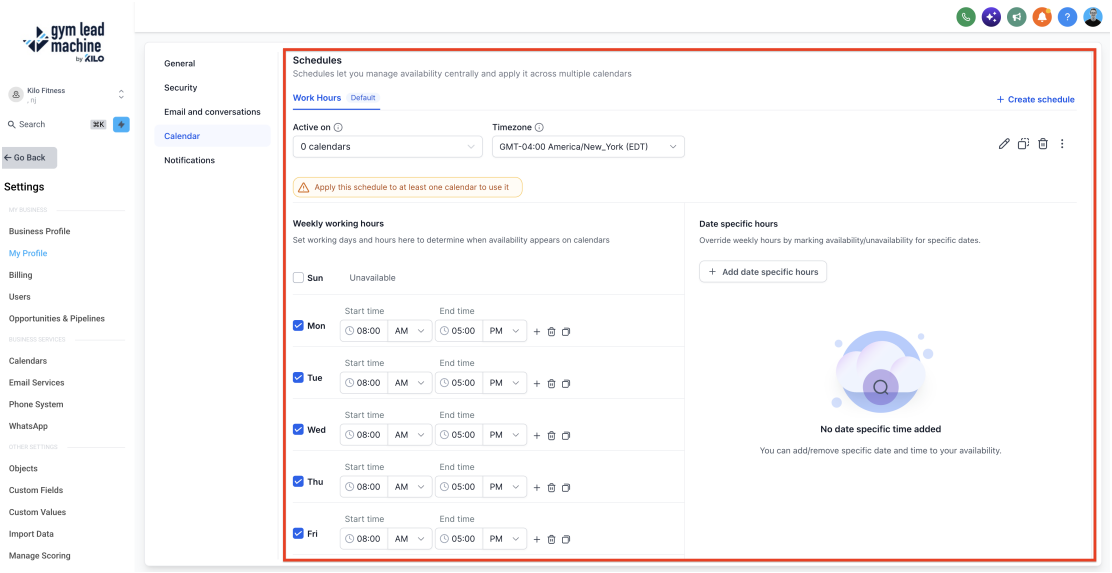
Whether you're setting up availability for yourself or a staff member, this guide will walk you through both processes step by step.

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.

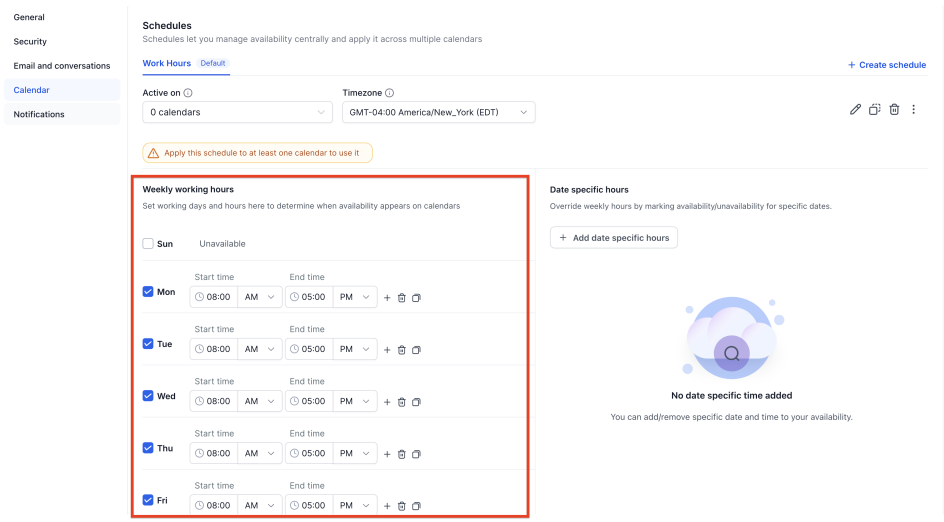
Step 1: Go to your profile settings.

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

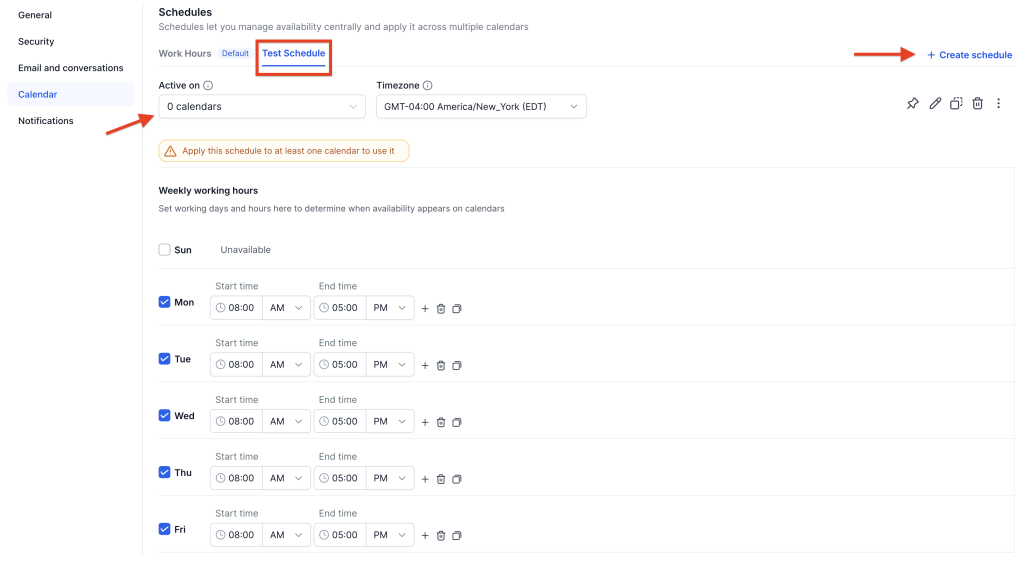


Step 2: Edit working hours and create a new schedule.

1. You can create one master schedule or multiple schedules for different appointment types.
2. Set your Weekly working hours. These are the default hours that will be used across the various GLM calendars you accept appointments for. This is all most users need.



1. If you want different hours for different appointment types Click **+ Create Schedule** and give it an appropriate name



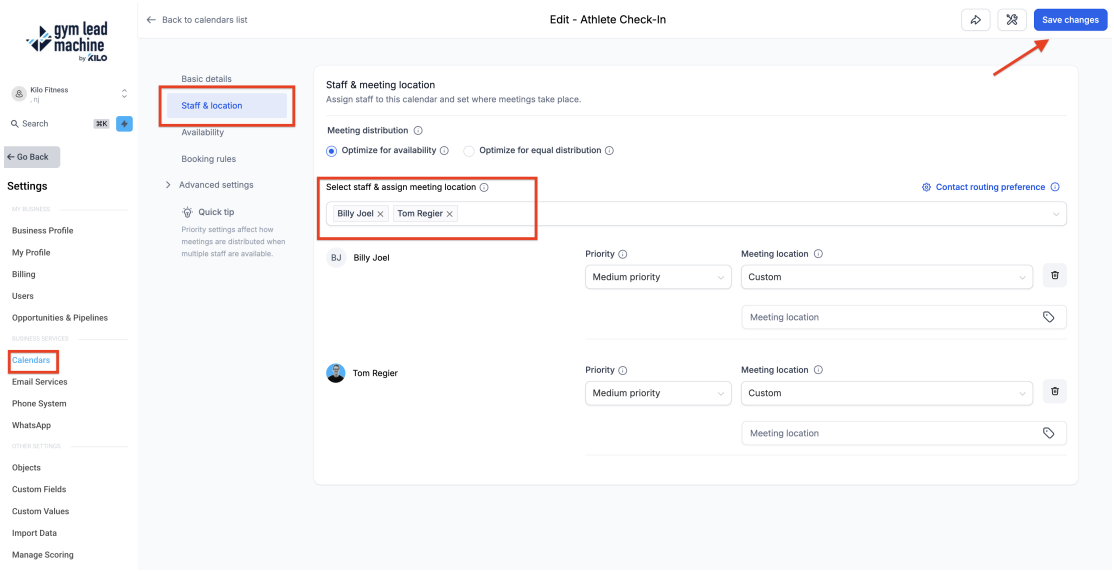
2. Set the days and times you're available (e.g., Monday to Friday, 8:00 AM to 5:00 PM).

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, click **Staff & location**, add yourself as a user, then click **Save changes**



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.

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

1. Go to **Settings → Users**.
2. Select the staff member (e.g., John Doe).
3. Select **User availability**.

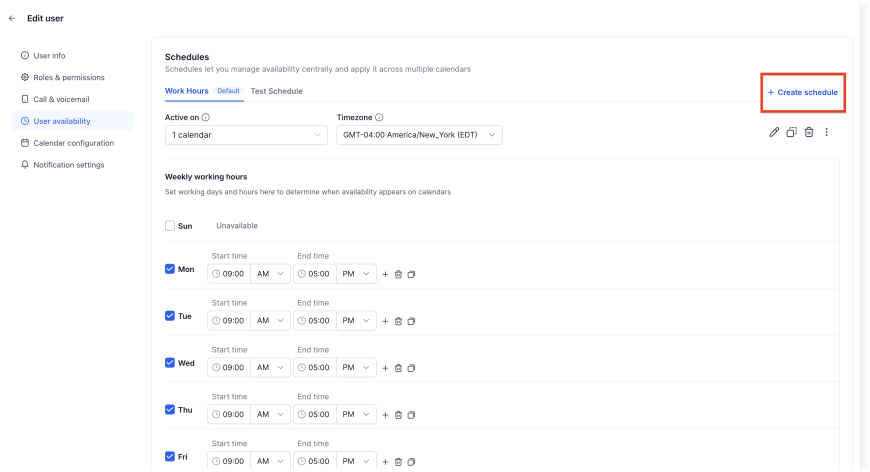
Step 2: Set their Calendar(s) and Availability

1. Assign them to a calendar under **Active on**
2. Adjust availability (e.g., Monday to Friday, 8:00 AM to 5:00 PM).
3. If you try to assign them and get a message like "No calendar can be found":
4. Go to **Calendars settings** and select the correct calendar (e.g., Nutrition Consults or No Sweat Intros).
5. Add the staff member under **Staff & location** for that calendar, then click **Save changes** as shown above.

Step 3: 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):

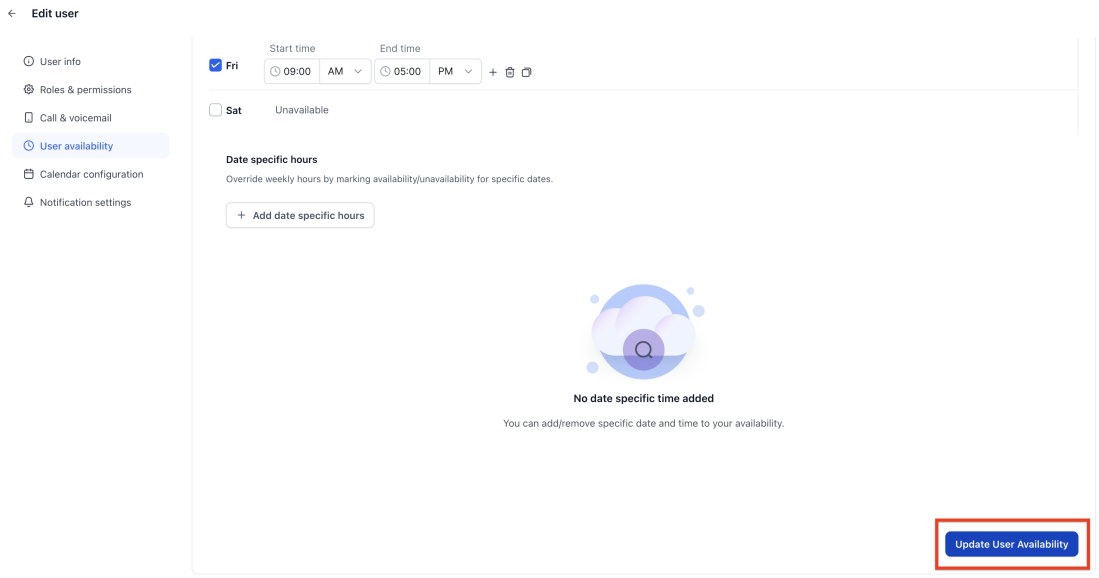
1. Click **+ Create Schedule** and give it an appropriate name.



2. Connect the correct calendar under **Active on**.
    - This overrides the default schedule only for that calendar, without affecting their availability elsewhere.

Step 4: Save your changes

1. Once completed editing all user availability and schedules, scroll down and click **Update User Availability**



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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