Kilo on Mobile for Staff

Mavilyn Carlos - 2026-11-03 - Manage Your Team

You can use **Kilo GMS on mobile** to handle the most common staff tasks from your phone, such as checking attendance, managing the schedule, viewing athlete information, and processing quick sales like retail items. Mobile access works through the **Kilo Staff app** or in your phone's browser at **app.usekilo.com**, and the experience is the same either way.

> Note
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> Kilo for Staff is available through app.usekilo.com on your browser or you can download the Kilo app from your App Store by searching for "Kilo Staff."

What you can do with Kilo GMS on mobile

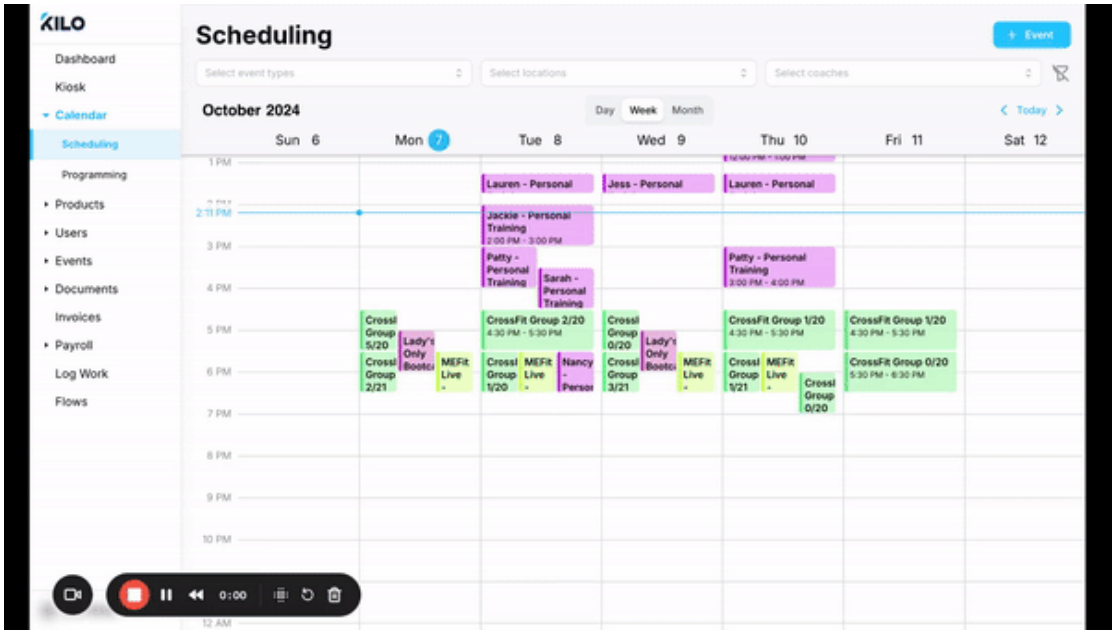
- View the day's classes and sessions in time order
- Open reservation records, add athletes, and mark athletes as attended
- Add new events and filter the schedule
- View athlete profiles, if you have permission
- Build a cart and charge athletes for retail items, misc. fees, and products
- Update your login email address and password
- Edit your general information and log work hours
- Switch profiles to your athlete account

How do I access Kilo GMS on my phone?

You can use the Kilo Staff app or open app.usekilo.com in your mobile browser. Both give you the same mobile experience.

- **Kilo Staff app:** search for "Kilo Staff" in your phone's app store, download the app, and log in.
- **Mobile browser:** go to **app.usekilo.com** and log in.

On smaller screens, Kilo GMS automatically switches to a mobile-optimized layout.



Mobile view vs. desktop view

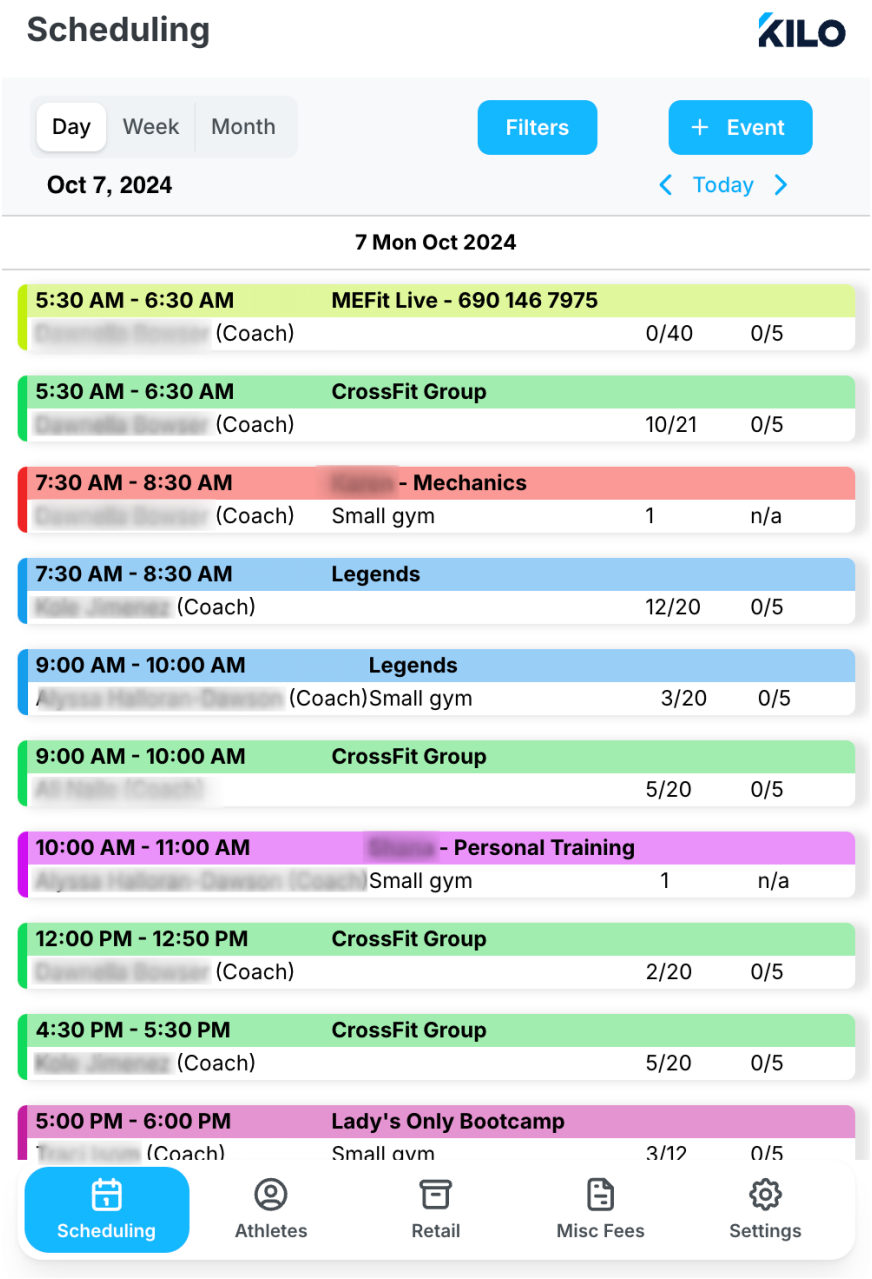
Detail	Mobile view	Desktop view
Best for	Common tasks on the go	Full access to Kilo GMS
Features	Schedule, athletes, retail, misc. fees, and account settings	Every feature your permissions allow
Where you use it	Kilo Staff app, or app.usekilo.com on your phone	Kilo GMS on a computer

> Note
>
> Tip: If you need a feature that isn't in the mobile view, switch to the desktop view to see everything your permissions allow.

Managing the schedule on mobile

The **Schedule** displays in a daily agenda view, listing your classes and sessions in time order.

1. Open the **Schedule**.
2. Tap a class or session to open its reservation records.

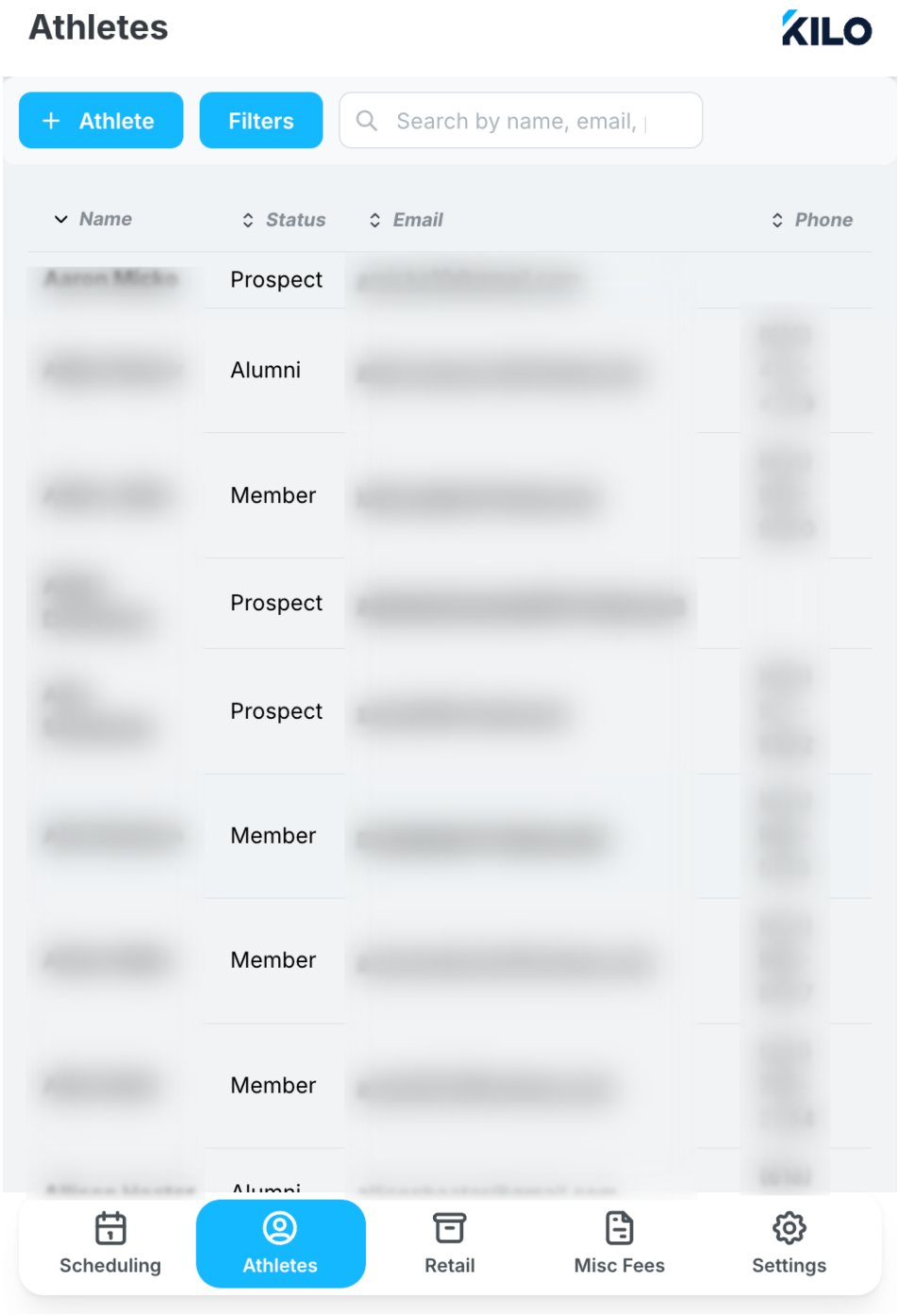


3. Add athletes to the session or mark athletes as attended.

To add a new event or filter the schedule, use the buttons in the upper right of the screen.

Viewing athlete profiles

If you've been granted permission, you can open athlete profiles from the mobile view.

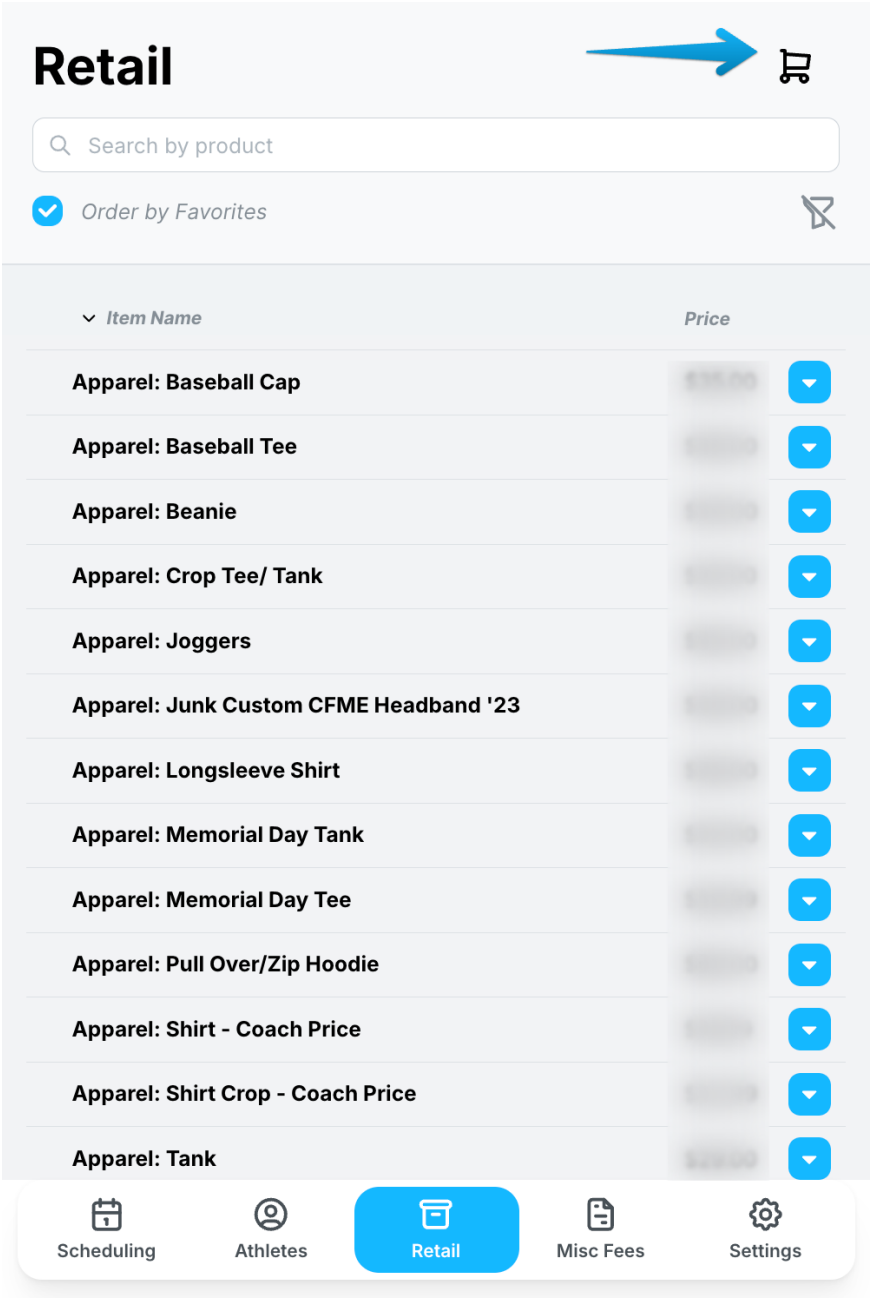


Selling Retail items and Fees and Misc. Products

You can create a cart and charge athletes for **Retail** items, **Fees and Misc. Products**, and products directly from the mobile view.

1. Add the items you're selling to a cart.

2. Tap the **shopping cart icon** in the upper right of the screen to view the cart.



3. Generate the charge for the athlete.

Updating your account settings

1. Tap the **gear icon**.
2. Select **Account**.
3. Update your login email address or password, edit your **General Information**, or **Log Work** hours.

From the **Account** screen, you can also switch profiles and toggle to your athlete account.

Frequently asked questions

Is the Kilo Staff app different from using app.usekilo.com on my phone?

No. The mobile experience is the same in both. Use whichever you prefer.

Why can't I see athlete profiles on mobile?

Athlete profiles are visible only if you've been granted permission to view them. If you need access, ask your gym owner or the person who manages staff permissions at your gym.

Can I switch to my athlete account from the staff view?

Yes. Tap the **gear icon**, select **Account**, and switch profiles to toggle to your athlete account.

Why don't I see all the features I use on desktop?

The mobile view is built around the most common staff tasks. To reach every feature your permissions allow, switch to the desktop view.

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

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