



[Knowledge Base](#) > [Gym Management Software](#) > [Manage Your Team](#) > [Kilo on Mobile for Staff](#)

## Kilo on Mobile for Staff

Mavilyn Carlos - 2026-08-24 - [Manage Your Team](#)

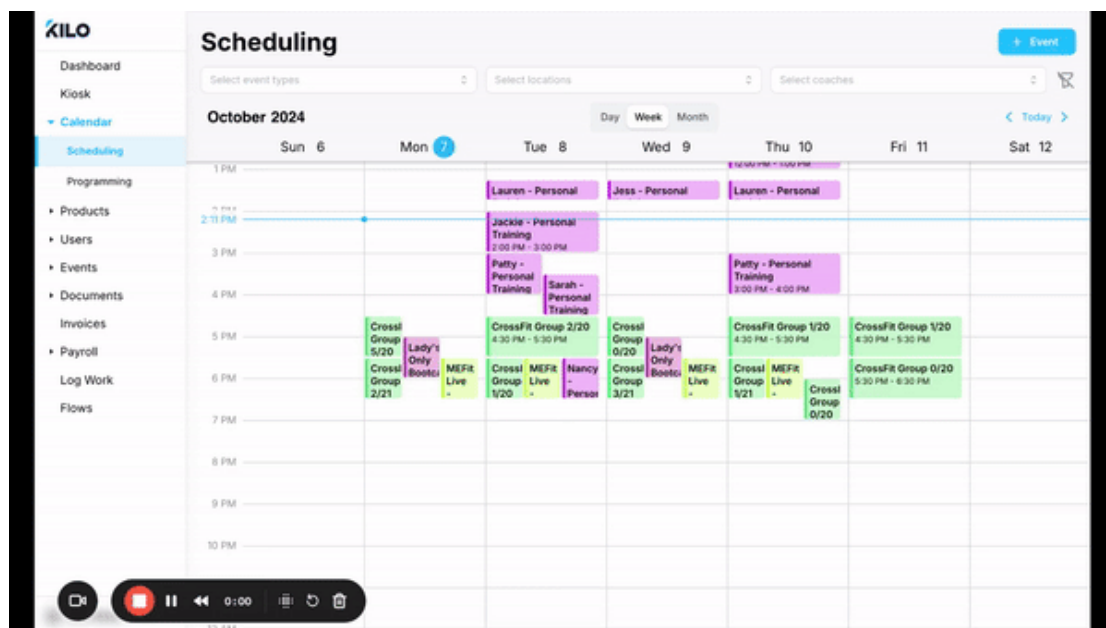
Staff members can access Kilo in multiple ways: on desktop, through the Kilo mobile app, or via a mobile-optimized browser experience at **app.usekilo.com**.

- **Desktop access** provides a full interface similar to the Owner/Admin view, with features available based on each staff member's assigned permissions.
- **Mobile access** is designed for on-the-go use and includes the most common staff tasks, such as checking attendance, managing schedules, viewing athlete information, and processing quick sales like retail items.

The mobile experience is the same whether staff use the Kilo mobile app or open **app.usekilo.com** in a mobile browser.

Kilo for Staff is available through [app.usekilo.com](https://app.usekilo.com) on your browser or you can download the Kilo app from your App Store by searching for "Kilo Gyms."

On smaller screens, like mobile devices, the Staff member interface in Kilo automatically adapts to a mobile-optimized layout.



In the mobile-optimized view, Staff members can access key features. For more options, they can switch to the desktop view, where all features they have permission

to use are available.

### **Scheduling**

- The Kilo Schedule will display in the daily agenda view, listing the classes and sessions in time order.
- Click on any session to open the reservation records, add athletes, and mark athletes as attended.
- Add new events and filter events via the buttons in the upper right.

## Scheduling



Day

Week

Month

Filters

+ Event

Oct 7, 2024

< Today >

7 Mon Oct 2024

5:30 AM - 6:30 AM

MEFit Live - 690 146 7975

Deborah Brown (Coach)

0/40

0/5

5:30 AM - 6:30 AM

CrossFit Group

Deborah Brown (Coach)

10/21

0/5

7:30 AM - 8:30 AM

Small gym - Mechanics

Deborah Brown (Coach)

Small gym

1

n/a

7:30 AM - 8:30 AM

Legends

Kyle Jensen (Coach)

12/20

0/5

9:00 AM - 10:00 AM

Legends

Alyssa Halloran-Dawson (Coach)

Small gym

3/20

0/5

9:00 AM - 10:00 AM

CrossFit Group

Alyssa Halloran-Dawson (Coach)

5/20

0/5

10:00 AM - 11:00 AM

Small gym - Personal Training

Alyssa Halloran-Dawson (Coach)

Small gym

1

n/a

12:00 PM - 12:50 PM

CrossFit Group

Deborah Brown (Coach)

2/20

0/5

4:30 PM - 5:30 PM

CrossFit Group

Kyle Jensen (Coach)

5/20

0/5

5:00 PM - 6:00 PM

Lady's Only Bootcamp

Tina Brown (Coach)

Small gym

3/12

0/5



Scheduling



Athletes



Retail



Misc Fees



Settings

### Athletes

- Staff members can access the Athlete profiles, if permissions have been granted.

# Athletes



+ Athlete

Filters

Q

Search by name, email, |

| ▼ Name      | ↕ Status | ↕ Email             | ↕ Phone |
|-------------|----------|---------------------|---------|
| Aaron Micka | Prospect | aaronmicka@kilo.com |         |
| Alumni      | Alumni   |                     |         |
| Member      | Member   |                     |         |
| Prospect    | Prospect |                     |         |
| Prospect    | Prospect |                     |         |
| Member      | Member   |                     |         |
| Member      | Member   |                     |         |
| Member      | Member   |                     |         |
| Alumni      | Alumni   |                     |         |

Scheduling

Athletes

Retail

Misc Fees

Settings

## Retail

- Staff members can create a cart with Retail items and charge Athletes through the mobile view.

- To view the cart and generate charges, click on the shopping cart icon in the upper right of the screen.

# Retail




☒ Order by Favorites
 

| Item Name                              | Price   |                                                                                       |
|----------------------------------------|---------|---------------------------------------------------------------------------------------|
| Apparel: Baseball Cap                  | \$15.00 |    |
| Apparel: Baseball Tee                  | \$15.00 |    |
| Apparel: Beanie                        | \$15.00 |    |
| Apparel: Crop Tee/ Tank                | \$15.00 |    |
| Apparel: Joggers                       | \$15.00 |   |
| Apparel: Junk Custom CFME Headband '23 | \$15.00 |  |
| Apparel: Longsleeve Shirt              | \$15.00 |  |
| Apparel: Memorial Day Tank             | \$15.00 |  |
| Apparel: Memorial Day Tee              | \$15.00 |  |
| Apparel: Pull Over/Zip Hoodie          | \$15.00 |  |
| Apparel: Shirt - Coach Price           | \$15.00 |  |
| Apparel: Shirt Crop - Coach Price      | \$15.00 |  |
| Apparel: Tank                          | \$15.00 |  |







Scheduling
 Athletes
 Retail
 Misc Fees
 Settings

## Misc. Fees

- Similarly, Staff members can charge Athletes for Misc. Fees and Products by

creating a cart and processing payments.

### **Settings**

- The Staff member can update their information, including login email address and password, by clicking on the gear icon - Account.
- Staff members may also edit their General Information or Log Work hours.
- From the Account screen, Staff members may also switch profiles and toggle to their Athlete account.

Have questions about using Kilo in the Staff view? Email our Support team at [hello@usekilo.com](mailto:hello@usekilo.com).

- Tags
- [Gym Management](#)