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View and Download Your Attendance History in the Kilo App

Mavilyn Carlos - 2026-09-10 - [Workout & Attendance History](#)

You can see every class and appointment you have attended from the **Reservations** tab in the **Kilo - Members** app, and email yourself a copy of the record. This is useful when you want to check how often you have been training, or when you need proof of attendance for a reimbursement or a challenge.

What you can do

- See a running count of the sessions you have attended, missed, and cancelled
 - Look back through your past classes and appointments
 - Check whether your gym has recorded you as attending
 - Open your full attendance history across your gyms
 - Email yourself a copy of the record
-

See your past bookings

1. Select **Reservations** at the bottom of the screen.
2. Select the **Past** tab.

11:29



Reservations

Upcoming

Past

Past Bookings

View Attendance History >

7

Attended

0

Missed

0

Cancelled

Details

Attended

Fri, Sep 4 CrossFit

10:47 pm 60 min



Pending Attendance

Wed, Aug 26 CrossFit

10:47 pm 60 min



Workout Assigned

Attended

Fri, Mar 27 60m Personal Training

3:00 pm 60 min



Pending Attendance



Schedule



Workout



Reservations

Past Bookings opens with a summary at the top counting how many sessions you have **Attended**, **Missed**, and **Cancelled**. Below that, **Details** lists each past class and appointment with its date, time, length, and a status label.

Two status labels you will see most often:

- **Attended.** Your gym has recorded you as attending.
- **Pending Attendance.** The session has passed, but your gym has not marked attendance yet.

Open your attendance history

Select **View Attendance History** at the top of the **Past** tab.

11:29 



Attendance History



Harry's Standard Gym

Fri, Sep 4, 2026 · 10:47 pm

✓ Attended

Harry's Standa...

Wed, Aug 26, 2026 ·
10:47 pm

⌚ Pending Attendance

Send Report ➤



Schedule



Workout



Reservations

Each entry shows the gym, the date and time, and whether you attended. Use the filter icon in the top right to narrow what you are looking at.

Email yourself a copy

Select **Send Report** at the bottom of the **Attendance History** screen. A copy of your attendance record is sent to the email address on your account, where you can save it, print it, or forward it.

Attendance Report

Inbox x

Print

Share

Add to Calendar

K

Kaleda Fitness <donotreply@usekilo.com>
to me

12:50 PM (0 minutes ago)

Star

Reply

More

Attendance

Mateo PT second example Lopez
Mateo's House of Muscle
Matchpoint Way, Ashburn,
VA, 20147, US

Date	Time	Event	Coach	Reserved	Attended
May 28, 2025	9:30 p.m.	Personal Training - 60min	Jim Gordon	True	False
May 26, 2025	9:30 p.m.	Personal Training - 60min	Jim Gordon	True	False
May 21, 2025	9 p.m.	Personal Training - 60min	Sensei Stick	True	False
May 19, 2025	9 p.m.	Personal Training - 60min	Jim Gordon	True	False
May 17, 2025	9:30 p.m.	Personal Training - 60min	Jim Gordon	True	False

Reply

Forward

Frequently asked questions

How do I download or export my attendance?

Open your attendance history and select Send Report. The record is emailed to the address on your account, so you can save or forward it from there.

What does "Pending Attendance" mean?

The session has passed but your gym has not marked you as attending yet. Attendance is recorded when you check in or when your gym marks you off, so a recent class may sit as pending for a while. If it stays that way, contact your gym administrator.

Can I see attendance for a specific date range?

Use the filter icon at the top of the Attendance History screen. Set what you want to see before selecting **Send Report**, since the emailed copy matches what is on screen.

The email did not arrive. What should I do?

Check your spam or junk folder first. The report goes to the email address on your account, so if it is still missing, confirm that address with your gym administrator.

My attendance record looks wrong. Who do I contact?

Contact your gym administrator. Attendance is recorded when you check in or when your gym marks you as

attended, so they are the only ones who can correct anything that does not match what you expect.

Can I see attendance for a family member?

Switch to their profile first, then follow the same steps. Attendance is specific to whichever profile you are currently using.

Helpful tips

- Set your filters before selecting **Send Report**, since the email matches what is on screen
 - Check the summary counts at the top of the **Past** tab for a quick view of how your month is going
 - Email yourself a copy at the end of a challenge or a billing period, while the dates are easy to remember
 - Give your gym a little time before chasing a **Pending Attendance** label, since attendance is often marked after the session
 - Contact your gym administrator if something is missing, since only they can correct an attendance record
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If you have questions about your account, your membership, or the classes at your gym, contact your gym administrator. They manage your account in Kilo and can help you directly.

- Tags
- [Gym Management](#)