Free Personal Trainer Spreadsheet: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer). Numbers on Mac also opens it.

Set up (3 minutes):

1. Settings: your session types and prices (up to 10) and the year (D2).

2. Clients: one row per client: name and a note (no health data, please). Sessions, no-shows, charged and what each owes fill in.

3. Sessions: one row per session: date, client, type, what happened (Completed, No-show or Cancelled) and Paid Yes or No. The price comes from your price list; type a price in the override column to charge something else.

What you get:

Completed sessions and no-shows are charged in full; a session cancelled in time is not. Dashboard: sessions, no-shows and charged by month, charged by session type and the money clients still owe you. Unpaid sessions show red.

Limits: 100 clients, 400 sessions, 10 session types. Need an expenses tab, profit and a tax set-aside? See the paid Personal Trainer Client, Session & Income Tracker at tuper.app/templates. This is a record-keeping tool, not tax advice.

Help:

Something wrong? Message us at support@tuper.app and we fix it.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.