Halfway for Teams

Quick-Start Guide

halfway.guru

Welcome to Halfway for Teams! Follow these four steps to get your workspace running in under 2 minutes.

STEP 1 — WELCOME & PRODUCT WALKTHROUGH

1 Watch the 2-minute walkthrough

When you first open Halfway for Teams you'll see the onboarding wizard. Step 1 plays an embedded product walkthrough. Click "Watch in new tab !'" to open the demo video, or skip straight to setup.

TIP You can re-open the wizard any time from the Dashboard if you want to show it to a new admin.

STEP 2 — SET UP YOUR WORKSPACE

2 Name your workspace & add a logo

Give your workspace a name your team will recognise (e.g. "Acme Corp"). You can also paste a publicly accessible URL for your company logo — this appears in the app alongside your team name.

Workspace name	Visible to all team members inside the app.
Company logo URL	Optional. Paste an https:// image URL (PNG or SVG works best).

STEP 3 — INVITE YOUR TEAM

3 Send personalised invites or share a link

Enter email addresses (up to 8 at once) and click "Send invites" — Halfway emails each person a personalised invite. Or leave the fields blank and click "Generate invite link" to get a shareable URL you can paste into Slack, email, or wherever your team communicates.

- **Single-use tokens** — Each invite link works for one person and expires after 7 days.
- **Seat limits** — Your plan determines the maximum number of team members. The app enforces this automatically.
- **Domain matching** — Team members on your email domain can also be auto-matched during sign-up.

STEP 4 — FIND YOUR FIRST HALFWAY POINT

4 Run your first midpoint search

Enter the starting locations of two or more people. Halfway calculates a geographically fair meeting point with real travel times and venue recommendations.

1. Enter each person's starting address in the search bar.
2. Choose a travel mode — Drive, Walk, or Transit.
3. Hit "Find Midpoint" to get fair, real-time results.
4. Browse venue suggestions, pick one, and send a meet invite.

BOOKING LINKS (OPTIONAL)

Each team member can have a personal booking page (e.g. halfway.guru/book/jane). Visitors pick a date and time, and the host is notified by email. Admins can set a custom booking username for each member from the Team panel.

FAIRNESS LEDGER & ADMIN REPORTS

The Fairness Ledger tracks cumulative travel distance for each person across all meetings, so you can spot imbalances over time. Admins can download usage and fairness reports as a spreadsheet, filter by a custom date range, and search the audit log from the Dashboard.