



Team Today

Hybrid work made simple



A word from the founders

We founded Team Today back in 2020 during the Covid pandemic before officially launching in 2021. We've been at the forefront of the switch to hybrid working ever since.

We're keen to help solve the issues we found when we worked in hybrid teams, because we know they affect other companies too.

Our technical solutions provide a way for companies to solve these issues and we strive to make Team Today the single best resource to manage hybrid teams and offices whilst retaining its core principle... simplicity.

Our background in User Experience Design and Software Development, forged at the BBC, has helped us create a truly unique platform. We think Team Today is brilliant and we think you will too. So, go ahead, ditch the spreadsheets, and help your team coordinate and maximise office space with Team Today.

Andrew & Robin



Andrew Isherwood
Founder & Director
of Engineering



Robin Gibson
Founder & Director
of Design

A handwritten signature in black ink, appearing to read "A. Isherwood".

A handwritten signature in black ink, appearing to read "R. Gibson".

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It never used to be this difficult.

Remember when people worked in
the office from 9 to 5, 5 days a week?

The world has changed. Work can happen at anytime in any place. But that doesn't mean it has to be hard to manage.

Team Today is designed to solve your hybrid working problems in one simple interface that works where you work.

By having oversight of working locations and office usage, managers can implement hybrid policies effectively whilst team members can plan their working weeks in advance, whether that means working from home, from the office, visiting customers, or even taking holiday.



The ideal solution ...

With a comprehensive suite of features, you can plan and manage your company's hybrid working arrangements easily with Team Today, and have peace of mind that this new world is not so hard to navigate after all.

Trusted worldwide

Team Today is used in over 25 countries worldwide with customers in the UK, Europe, America, Australia, Canada, Malaysia and Singapore.

Superdrug 

BDP.

 **INTERSPORT**

INEOS

General
Dental
Council



DE HAVILLAND AIRCRAFT
OF CANADA LIMITED

 **Nando's**

 **ACA**
AUSTRALIAN CRICKETERS'
ASSOCIATION





Team whereabouts



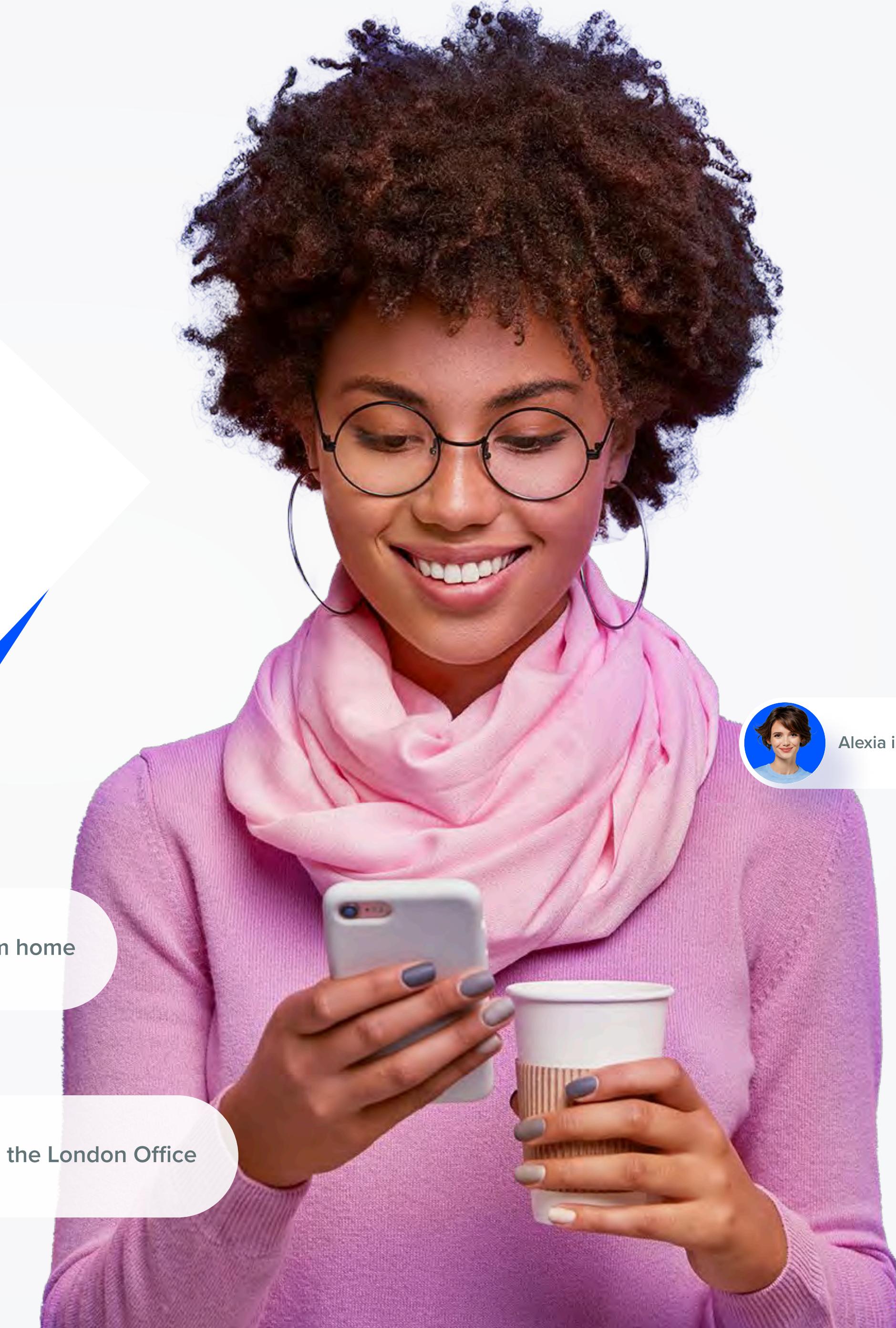
Claire is working from home



Adrian is in the London Office



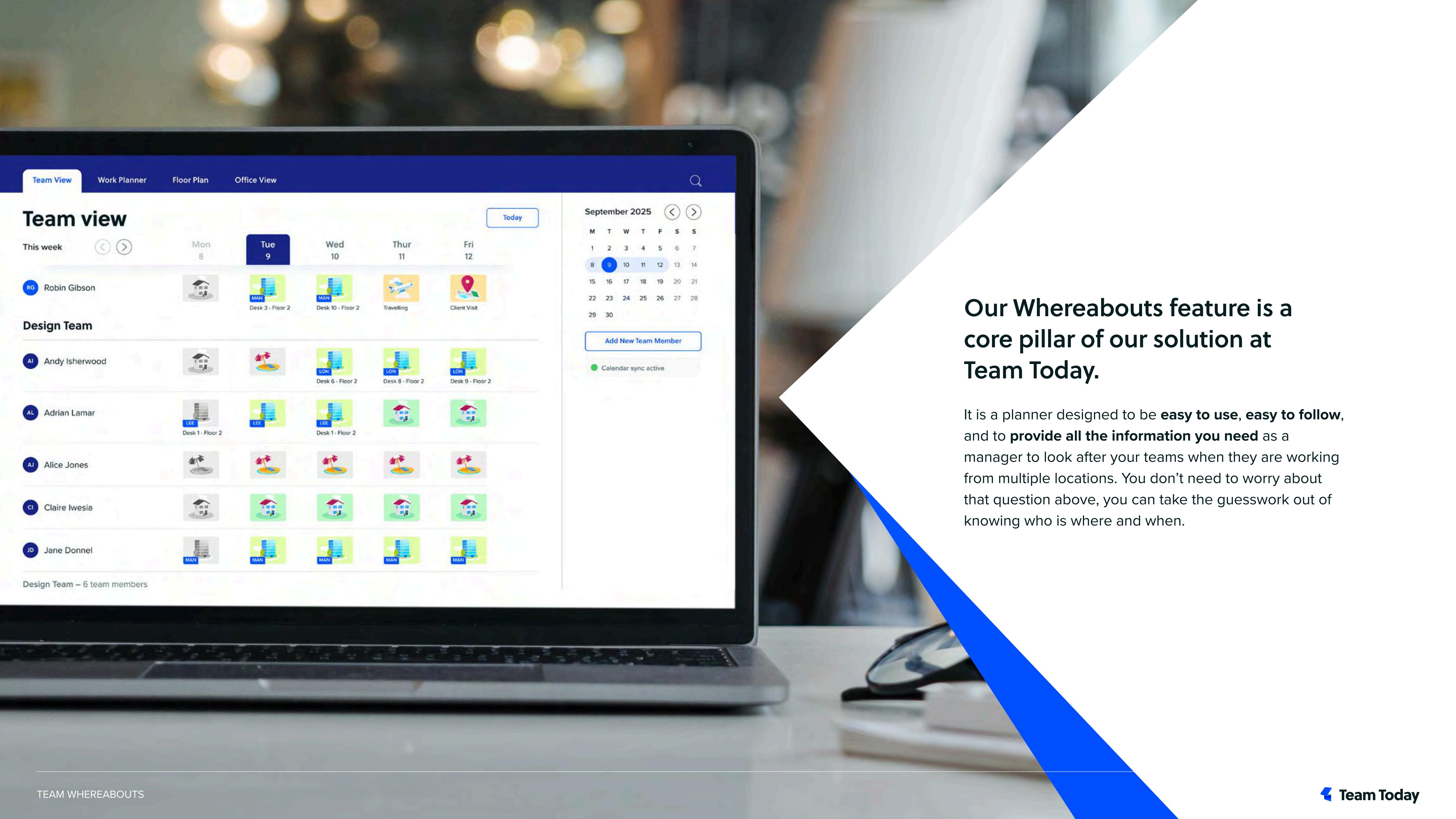
Alexia is on holiday



'Where's my team gone?' said no one a few years ago, but nowadays it doesn't feel like an unusual question to ask.

Gone are the days when we all worked together in the office every day. The hybrid working world has opened up so many options for people. Work from the office, work from home, work from the café around the corner. And whilst this is amazing and modern and forward-thinking, it can be a headache for managers trying to keep track of where their teams are.





Our Whereabouts feature is a core pillar of our solution at Team Today.

It is a planner designed to be **easy to use, easy to follow**, and to **provide all the information you need** as a manager to look after your teams when they are working from multiple locations. You don't need to worry about that question above, you can take the guesswork out of knowing who is where and when.

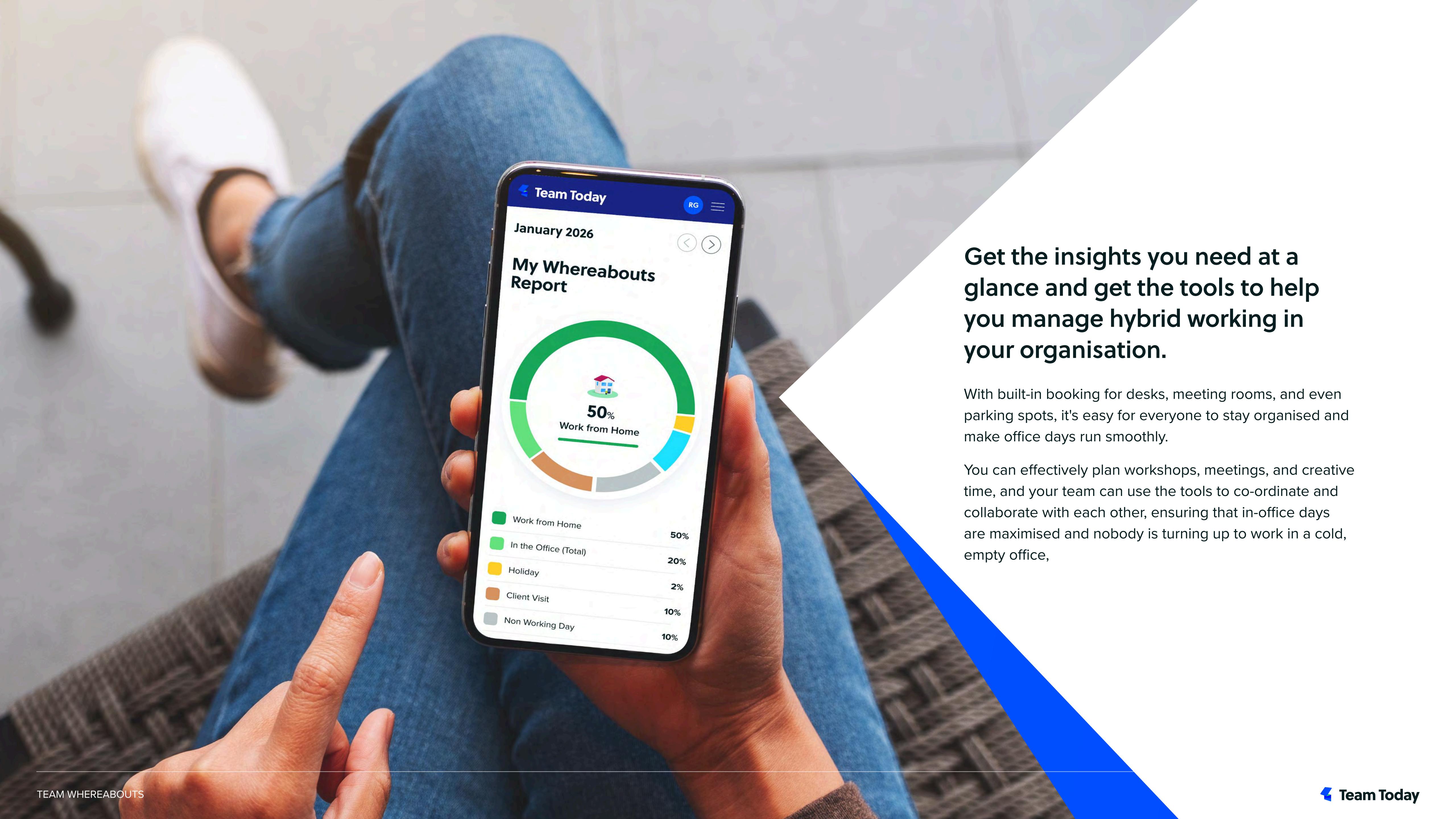
TEAM WHEREABOUTS

Team Today

Whereabouts lets team members input their location for every day of the week, in advance, whether that's a day in the office, a morning at home, or a few days' leave.

And you can create custom locations too, such as training facilities, clients' offices or even that café around the corner. This means no more checking individual calendars and searching through emails to find out where people are.





Get the insights you need at a glance and get the tools to help you manage hybrid working in your organisation.

With built-in booking for desks, meeting rooms, and even parking spots, it's easy for everyone to stay organised and make office days run smoothly.

You can effectively plan workshops, meetings, and creative time, and your team can use the tools to co-ordinate and collaborate with each other, ensuring that in-office days are maximised and nobody is turning up to work in a cold, empty office,



Whereabouts features

- ✓ Manage team whereabouts and hybrid policies
- ✓ Provides a shared team calendar
- ✓ Set repeat schedules
- ✓ Create custom work locations
- ✓ Add multiple offices
- ✓ Detailed analytics and reporting
- ✓ Calendar sync with Outlook and Google calendars



Indispensable Tool



Tim Cunnell

Melton Renewable Energy UK Limited

Since covid my business has adopted a hybrid working policy, and we quickly realised this new way of working posed new challenges as we struggled to keep track of colleagues' whereabouts.

After looking at several tools we selected Team Today because of the way it integrates with Microsoft Teams and Outlook so effortlessly and provides a clear at-a-glance view of where our staff are. The support from Team Today has always been excellent (although we've needed very little help as the platform is very reliable and easy to use). And new features are always being added which always add value to what is already a tool that has become part of our business, and certainly one we could not be without.



Microsoft Marketplace



Desk booking



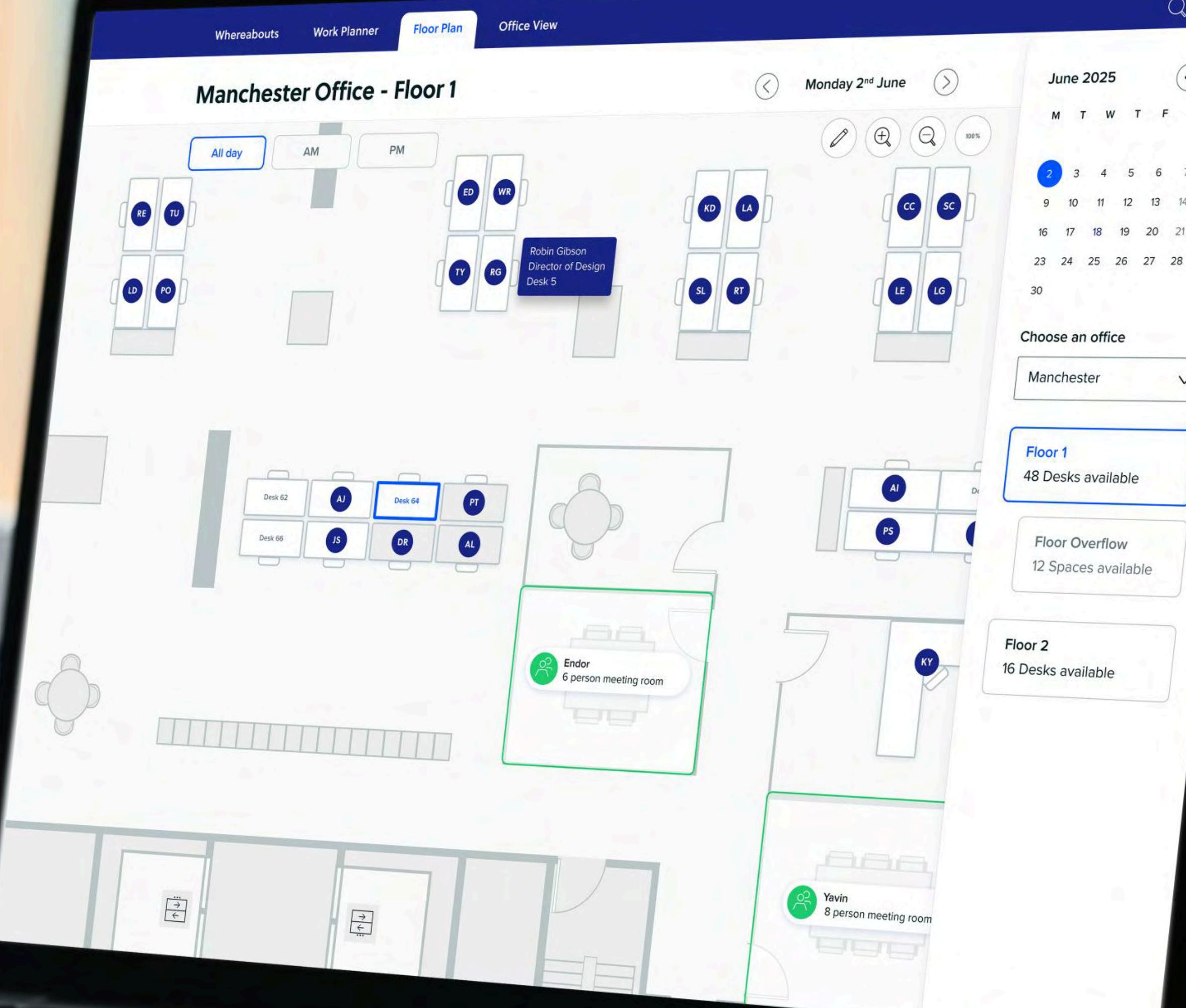
Letting staff decide when they are coming to the office can bring a number of benefits.

Greater freedom over where they work, better work planning, and improved wellbeing. But there is always the chance of some logistical annoyances, such as certain days becoming more popular for office working than others. And then you can end up with a desk jam. Not unsimilar to the queue at the top of Everest, a desk jam is not a pretty sight. Too many people, not enough desks = a logistical headache for managers.



The cure for this headache is our interactive Desk Booking feature.

Requiring team members to book desk space for their time in the office means they have a guaranteed desk, there won't be a desk jam situation, and managers will have an overview of who is working at each location.



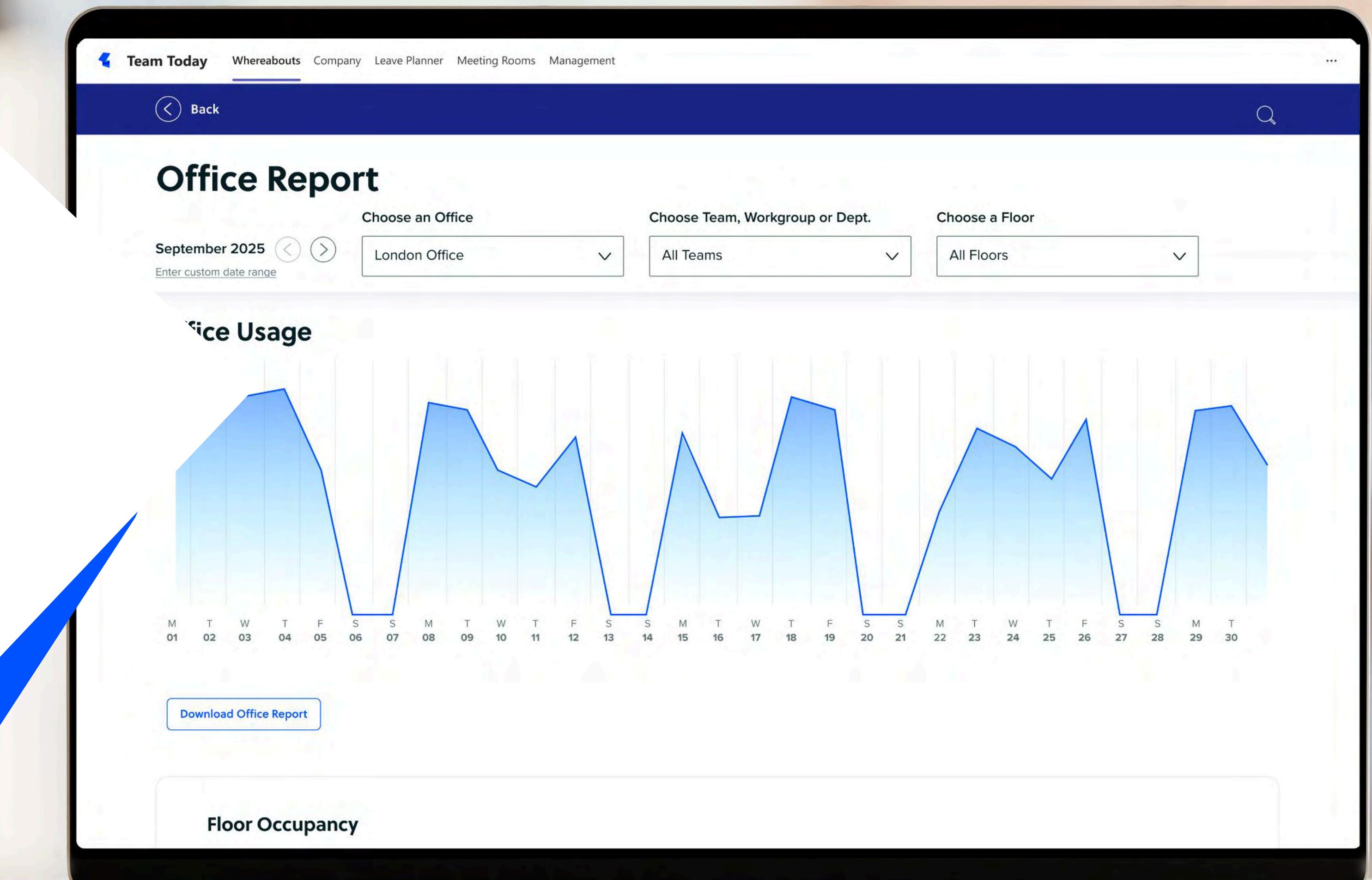


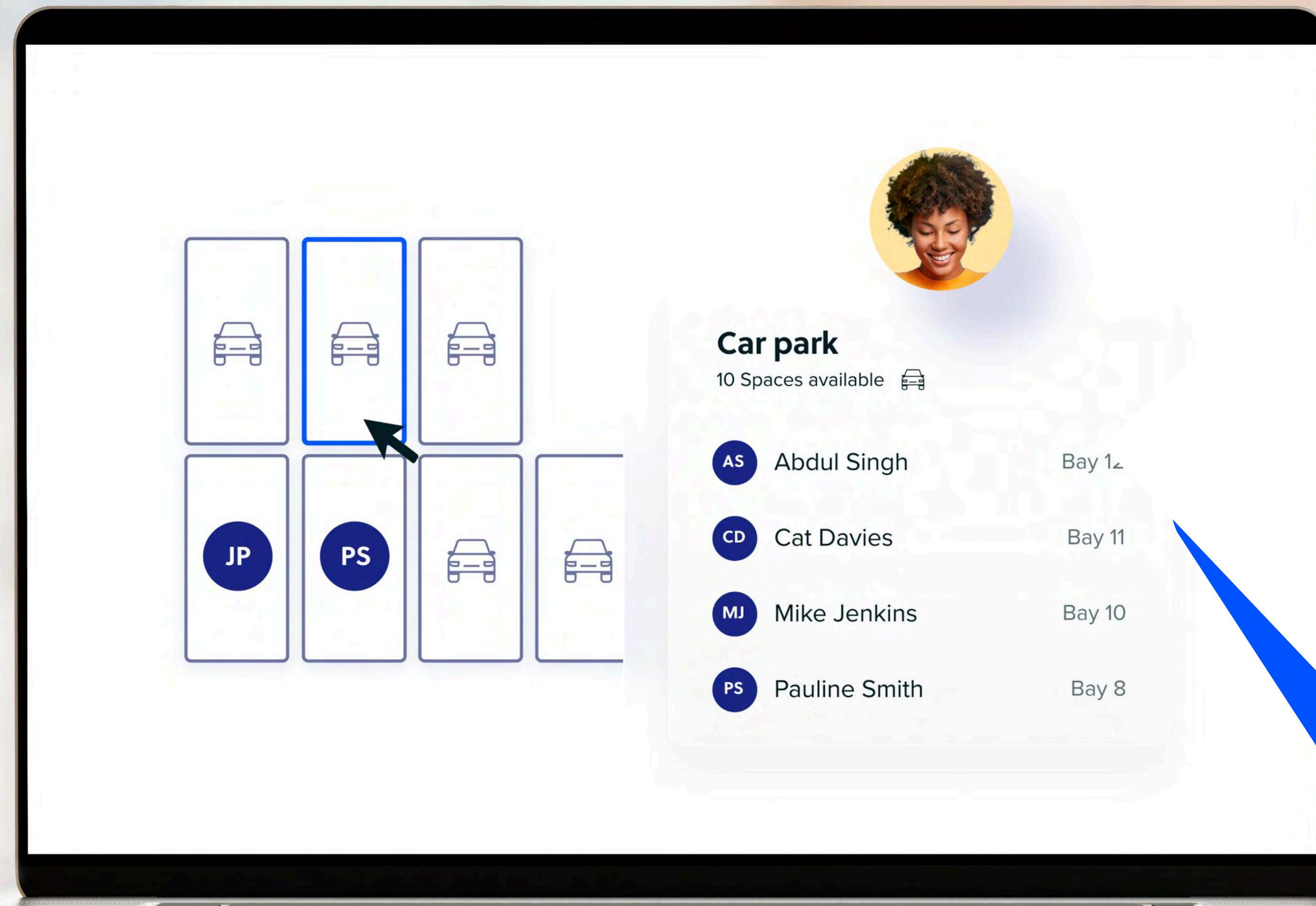
Team Today lets you create multiple floors in multiple offices, set the number of desk spaces and even set time limits to prevent desk-blocking.

You can also use Team Today to help ensure you have key roles covered for meeting regulatory and health & safety responsibilities, with the ability to assign to team members the roles of Fire Warden, First Aider, Mental Health First Aider, and Key Holder.

Like hand in glove, our Desk Booking feature fits right in with Whereabouts and lets you see everything on the planner.

And with detailed management reporting and analytics, you can see data to help you make informed decisions about office planning and usage.





The perfect companion to Desk Booking, Team Today's simple car parking system can be used to manage car parking space for your office with an eye on convenience.

Booking a space is effortless, as colleagues are automatically assigned a parking bay when they book a desk or space in the office, and with detailed reporting, managers can easily amend bookings if needed, taking the worry away from team members travelling to the office.



Desk booking features

- ✓ Fully interactive desk maps, see who is sitting where
- ✓ Assign desks to individuals, teams or groups
- ✓ One click booking with desk favourites
- ✓ Add car parking with intuitive booking
- ✓ Manage multiple offices
- ✓ Set desk booking rules and limits for booking
- ✓ Detailed analytics on office usage
- ✓ Calendar sync with Outlook and Google calendars



A Game Changer for Our Workplace

 Janosch Jorysch
Gruner

Easy to set up: The implementation was quick and effortless for our company.

User-friendly design: Its intuitive interface makes it simple for everyone to use.

Enables desk sharing: Team Today allows us to manage desk sharing seamlessly across different locations.

Automated processes: Thanks to Microsoft Entra integration, nearly everything runs automatically, reducing our administrative overhead.

Clear visibility: We finally have a complete overview of who is working where, and when colleagues are on vacation.

 Microsoft Marketplace



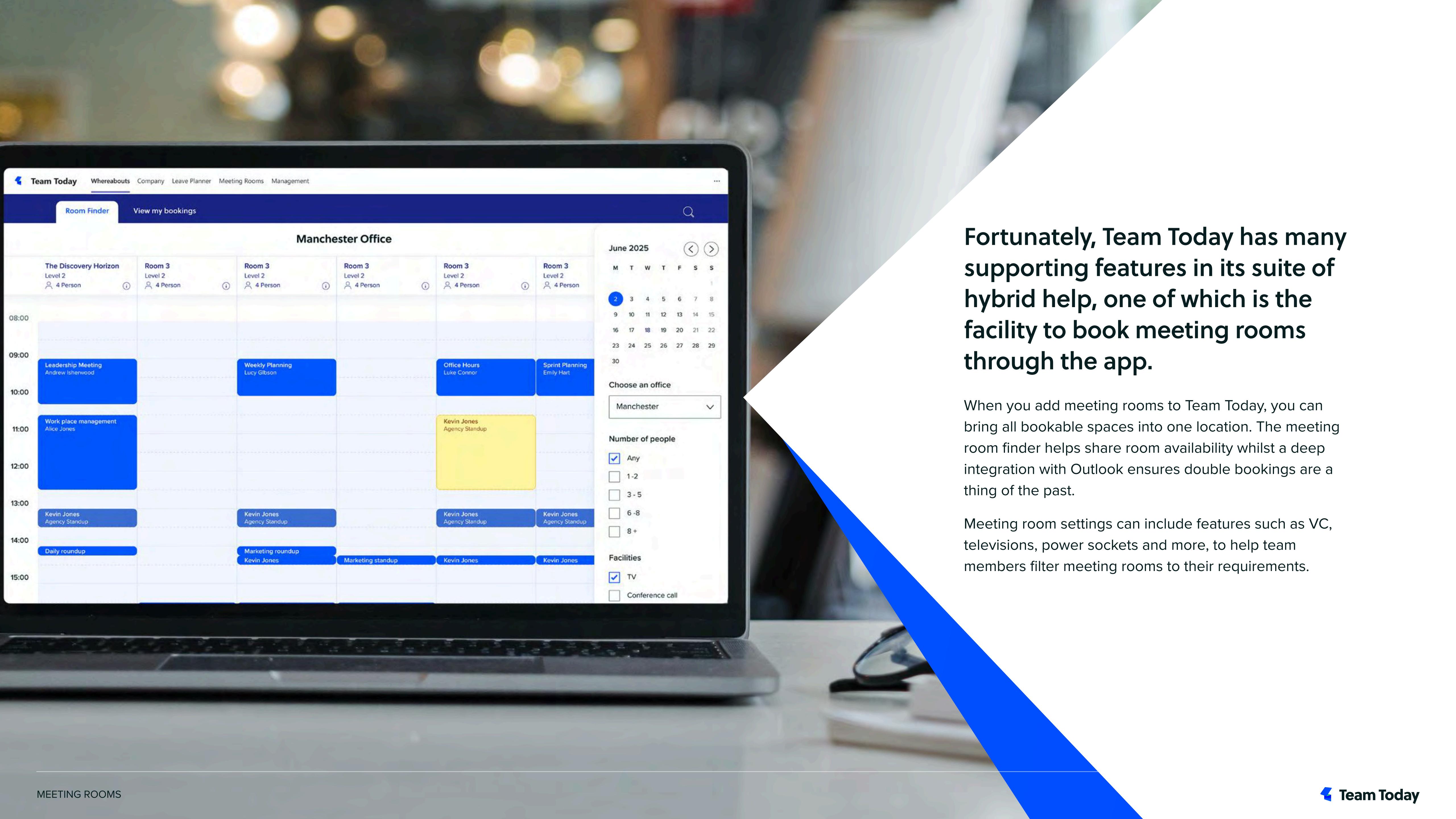
Meeting rooms



Arranging meetings can be a complex affair.

Meeting organisers need to coordinate many aspects including room bookings, AV equipment, agendas, presentations, refreshments, support, breakout spaces, timings, accessibility.

That's a lot of balls to juggle. And even with the best planning, things can go wrong. For instance, double booking the meeting room. How many of us have turned up to a meeting to find there's nowhere to meet? Not good.



Fortunately, Team Today has many supporting features in its suite of hybrid help, one of which is the facility to book meeting rooms through the app.

When you add meeting rooms to Team Today, you can bring all bookable spaces into one location. The meeting room finder helps share room availability whilst a deep integration with Outlook ensures double bookings are a thing of the past.

Meeting room settings can include features such as VC, televisions, power sockets and more, to help team members filter meeting rooms to their requirements.

Make sure no one misses their lunch.

Adding hospitality to meeting rooms is simple. When booking a room, meeting organisers can use the quick and easy hospitality set-up menu to make sure that delegates are fed and watered and ready for the meeting.

Choose items from menu

At least 2 full days' notice before the date of the meeting please

Item	Price (£)	Quantity
Sandwich Lunch (served with water and fruit juice)	8.50	(−) 2 (+)
Gourmet Sandwich Lunch (served with water and fruit juice)	10.25	(−) 0 (+)
Half and Half (served with water and fruit juice)	13.50	(−) 0 (+)
Grazing Platter	17.50	(−) 0 (+)
Mezze Lunch (served with water and fruit juice)	19.75	(−) 0 (+)

Meeting Details

- Room 3, Level 2, 4 Person, 09:00 - Leadership Meeting, Andrew Isherwood
- Room 3, Level 2, 4 Person, 13:00 - Kevin Jones, Agency Standup
- Room 3, Level 2, 4 Person, 14:00 - Daily roundup
- Room 3, Level 2, 4 Person, 15:00 - Week Notes, Retro, Robin Gibson
- Room 3, Level 2, 4 Person, 16:00 - Marketing Budget, Kevin Jones
- Room 3, Level 2, 4 Person, 16:00 - Analytics Review, Adam West
- Room 3, Level 2, 4 Person, 17:00 - Sprint Planning, Emily Hart

Calendar June 2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Choose an office Manchester

Number of people

- Any
- 1-2
- 3-5
- 6-8
- 8+

Facilities

- TV
- Conference call
- Whiteboard
- Charge points



Meeting rooms features

- ✓ Sync to Outlook meeting rooms so no double booking
- ✓ Instant overview of meeting room availability
- ✓ Add hospitality easily and simply with menu builder
- ✓ Give control to team assistants to organise and reserve rooms
- ✓ Quickly filter meeting rooms to requirements



Simplicity & Value at its finest!



Georgia Hetherington (DVV Media)
DVV Media

This app is just perfect for organising hot desking & meeting rooms in our office. It syncs to our Outlook and is simple enough for people to use with virtually no training, but still has the capabilities to configure it to our specific requirements. The people at Team Today are friendly, professional, and extremely helpful offering a perfect solution without being over-priced!



Microsoft Marketplace



Leave planning



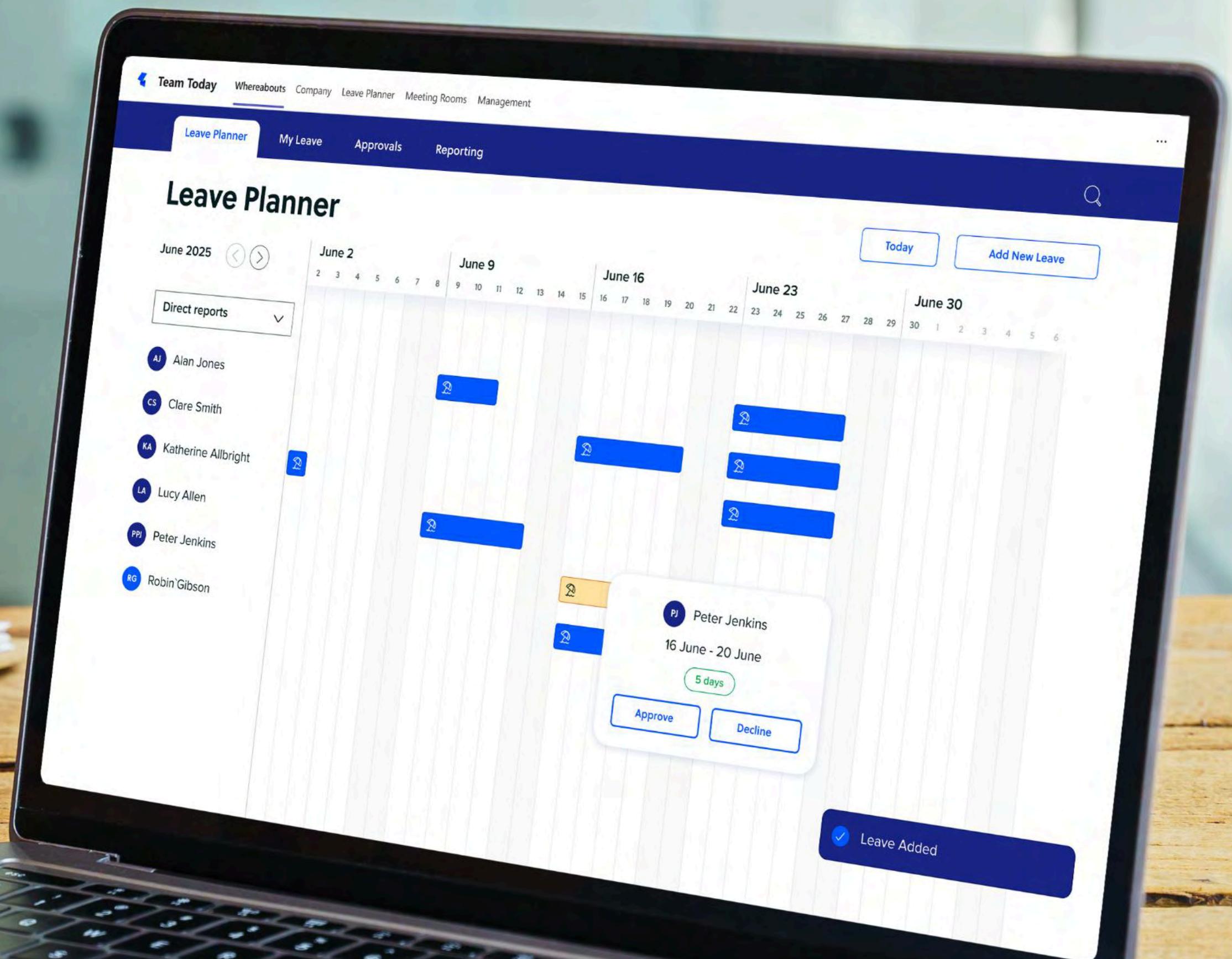
How many times have you found yourself sending holiday dates to colleagues' calendars or populating colour-coded spreadsheets with a summer's worth of team leave?

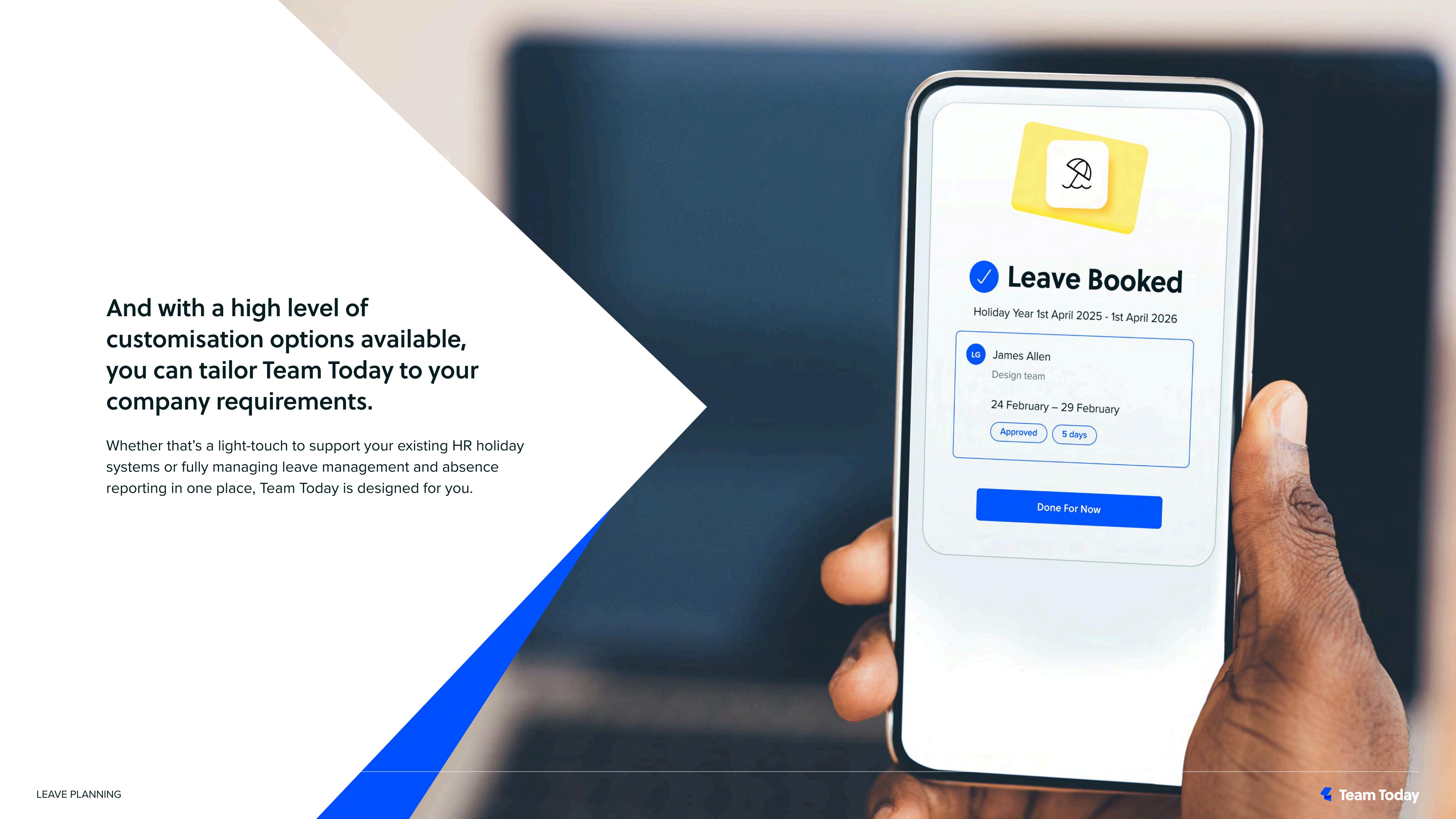
Team Today's Leave Planner lets teams share their holidays directly to the company planner and avoid the dreaded cluttering up of individual calendars and recycling of out-of-date spreadsheets.



By enabling the Leave Planner function, you can easily manage team holidays, including approvals, along with the other parts of your hybrid working, in one convenient app.

This gives managers the foresight to plan work effectively across multiple teams and lets team members know when their colleagues are going to be on leave.





And with a high level of customisation options available, you can tailor Team Today to your company requirements.

Whether that's a light-touch to support your existing HR holiday systems or fully managing leave management and absence reporting in one place, Team Today is designed for you.



Leave planning features

- ✓ Create custom leave types and choose your icons
- ✓ Set allowances for leave
- ✓ Add line managers and leave approval
- ✓ Simple instant view of leave balances
- ✓ Holiday rollover and expiry
- ✓ Email alerts and MS Teams notifications for new leave requests.
- ✓ Detailed analytics on leave
- ✓ Calendar sync with Outlook and Google calendars



Really great, cost-effective tool!

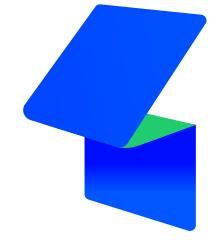
 Steven Searle
Mustard Research

Simple but very effective! They're continually developing too so there's so much more to come.

Outside of using Team Today to track people's whereabouts it's a fantastic tool for managing annual leave. I transitioned our company to this (from the dreaded Excel sheets) and it's far simpler to manage; there are reports available, it's easy to change people's yearly allowances, add company/bank holidays etc.

Looking forward to seeing what the next few years has in store on the development front!

 Microsoft Marketplace



Features

- ✓ SSO with Microsoft or Google
- ✓ Supports Active Directory sync via Azure
- ✓ Calendar sync with Outlook and Google calendars
- ✓ Microsoft Teams app
- ✓ Role based access
- ✓ Fully responsive design to work on mobile, tablet and desktops
- ✓ English, French and German language support
- ✓ Fully GDPR compliant
- ✓ Built and hosted in the UK
- ✓ Supports companies from 10 - 10,000
- ✓ App notifications and alerts



Over 1800 ratings on the Microsoft Teams app store

[View on the appstore](#)



Sign up today

With a free trial you can test all parts of Team Today to check it works for you.

Simply create an account at team-today.com or email hello@team-today.com to find out more.