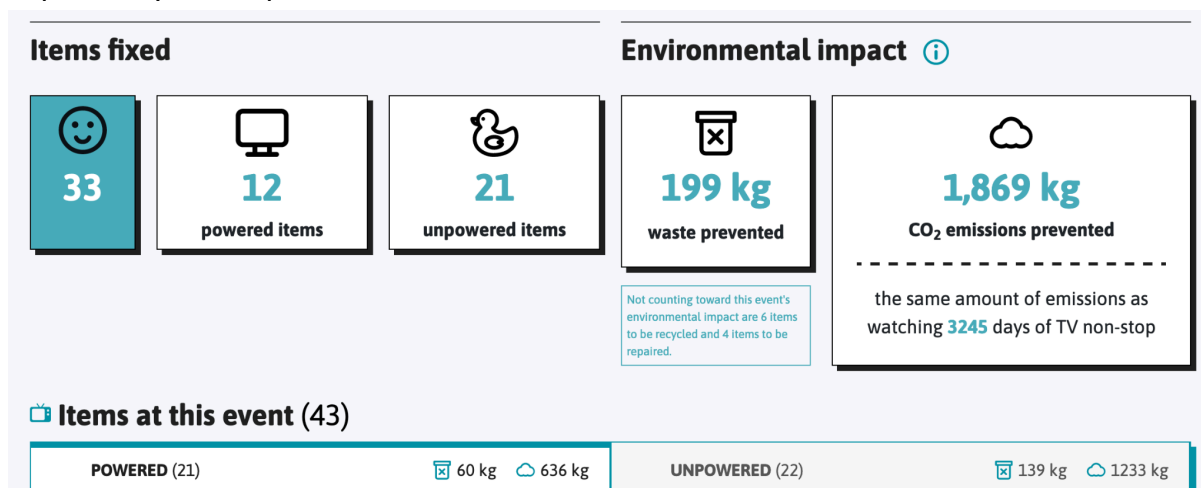


## LISTING YOUR EVENT & UPLOADING DATA TO THE RESTART FIXOMETER

Joining the Restart Fixometer enable you to:

- put your group on the local [Cambridge Carbon Footprint](#) and national [Community Repair Network](#) map of Repair Cafes;
- List your event on the Cambridge Carbon Footprint website;
- calculate the CO2 emissions and waste prevented by your Repair Cafe so that you can celebrate your success with your volunteers and report your impact to funders;
- aggregate the impact of the Repair Cafes that your group runs over time and allow us to aggregate the impact of the Cambridgeshire Repair Cafe Network as a whole;
- support the [Open Repair Alliances'](#) work to further the right to repair.

Once you've uploaded your data you will get the following information on the impact of your Repair Cafe:



**Please follow these steps to add your data to the Restart Fixometer:**

### 1. Create a 'group' for your Repair Cafe organising team

- Create a [Restart Fixometer](#) account using your Repair Cafe or personal email address. You will need to select at least one 'hosting' skill during registration in order to be able to create a group.
- Set up a group for your Repair Cafe by following the instructions [here](#). If your group regularly runs Repair Cafes in multiple locations please choose a central location for your group address and list your different locations in your event descriptions.



- Groups can have multiple designated organisers (called 'hosts'). If someone else from your organising team joins, you can make them an host so that they have the appropriate permissions to manage the group.
- For privacy reasons please don't add any personal information on anyone else's behalf. There is an option to input other repairers/organisers details. Please leave this blank. If people want to join the Restarter (to use the wikis and other wealth of information on the platform) they can sign up themselves and then choose to follow your group.

Please include the following information in your **group description**. This will automatically appear on your Repair Cafe 'pin' on the [Cambridge Carbon Footprint Repair Cafe Map](#).

- Any affiliated groups that help to organise your Repair Cafes
- What motivated you to start the Repair Cafe
- Repair Cafe email address
- When you ran your first Repair Cafe
- Approximately how often you run Repair Cafes

## 2. Create an 'event' for your next Repair Cafe

- Once you have set up your group on the system, you can start adding events for each Repair Cafe that you run. To create an event follow the instructions [here](#).
- Again, please do not add any personal data (name or email address) on anyone else's behalf.

Please fill in the required fields regarding date, time and venue and include the following information in your **event description**. This will form your [event listing](#) on the Cambridge Carbon Footprint website.

- Types of items accepted for repair (please refer to repairers as "experienced, volunteer repairers" and avoid words like "qualified" or "professional")
- Booking details (we recommend only listing your event when you have booking details available)
- Whether drop in appointments will be available on the day
- That repairs are free and donations are welcome (you could mention which cause your Repair Cafe donations support)
- Public transport links, cycle routes and bike/car parking availability
- What types of refreshments you will have available
- Access information including mobility scooter and blue badge parking availability and who to contact with access questions

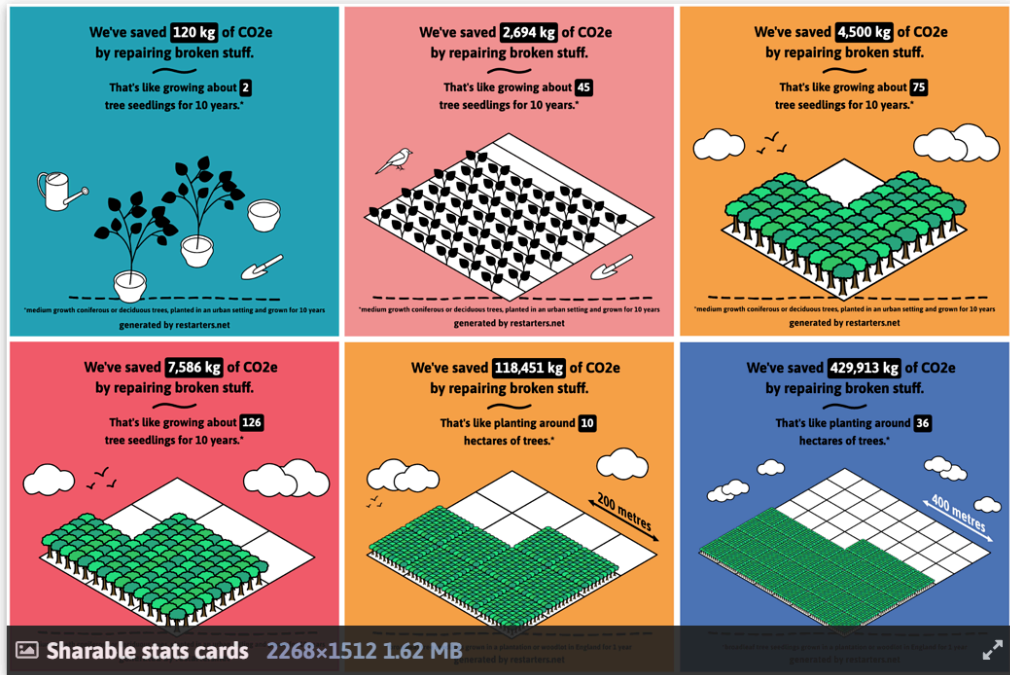
- One line explaining how the event is insured e.g. "This event run in partnership with Cambridge Carbon Footprint and insured by Wessex Insurance" (for infrequent groups that are insured under the CCF policy) or "This event is insured by xxx in line with the Cambridgeshire Repair Cafe Network insurance recommendations"

### 3. Input your volunteer and repair data

- Use the "+" and "-" buttons under the "Volunteers" heading to indicate the number of volunteers who helped to support your event. This includes organisers who helped in the run up to the event, and everyone who helped on the day - repairers, cafe volunteers, organisers and other general volunteers.
- Use the "+" and "-" buttons next to the event details to indicate the number of participants that attended your Repair Cafe. This should include people who had an item fixed (both booked and walk-ins) and also people who came to have a look or went to the cafe. If you didn't count participants you might want to make an assumption depending on how busy it was e.g. if most people came in pairs, multiply the number of items seen by 2.
- Following your Repair Cafe, you can input data on the items listed in each **Repairer's recording sheet** into the Restart Fixometer by following the instructions [here](#).
- Don't worry if you don't have all of the information - just leave blank fields if you don't know the answer to any of the questions
- There is no need to enter weights for the item categories that are listed in the drop down menus in the Fixometer. The Fixometer will make default assumptions to calculate waste and emissions avoided for these items. If an item does not fit these categories, please choose either 'Miscellaneous powered' or 'Miscellaneous unpowered' and google the typical weight of that type of item.
- The Fixometer will automatically calculate emissions and waste avoided estimates for you. Your repair data will also be added to the [Open Repair Alliance](#) database and used to lobby for the right to repair.

### 4. Celebrating your impact

- You can create shareable images to celebrate your impact (like the ones below) by following the simple instructions [here](#).



Last updated Feb 2024