



**2RE** KEEPING KIT  
IN PLAY FOR  
LONGER  
**PLAY**

**How to Guide**  
**How to list**  
**items on**  
**Loopeto**

# HOW TO GUIDE

## Replay: Keeping Kit in Play for longer

**West Wales Sport Partnerships (WWSP)** is delighted to announce the launch of an ambitious initiative to redefine behaviour towards sports kit and equipment recycling across the region.

**Our mission:** Keep kit in play for longer by providing an online marketplace to Replay your sports kit or equipment.

**How We're Doing It:** We've partnered with **Loopeto**, an established sustainable reuse platform, to provide the technology that connects people with kit to those who need it.

By embracing **reuse**, **repair**, and **recycling**, we're tackling the stigma around second-hand gear, cutting waste, and slashing the carbon impact of sport kit.

Together, we'll create a positive impact for communities and the planet.

## What this guide is for:

This guide has been put together to show you how to upload your item(s) onto the Loopeto site. If you have any further questions, please reach out to [replay@WWSP.wales](mailto:replay@WWSP.wales)

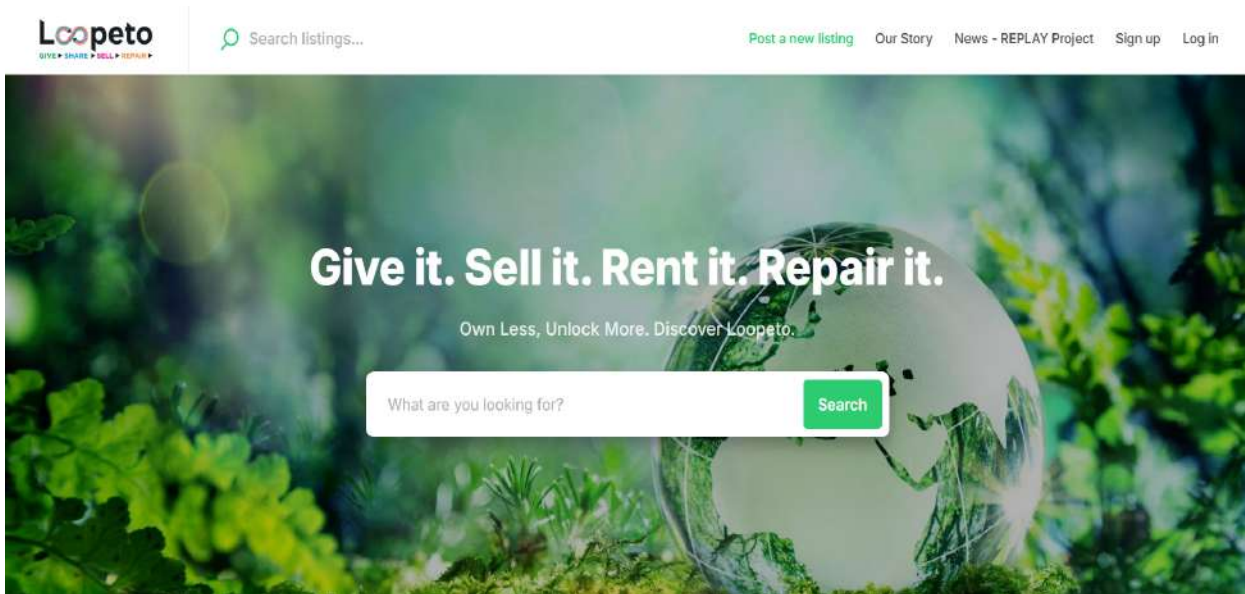
**Thank you for supporting the Replay campaign.**

## Create an account

You need to create an account before you can list items on Loopeto. Please follow the below details to do so.

**Step 1:** Go to <https://www.loopeto.com/>

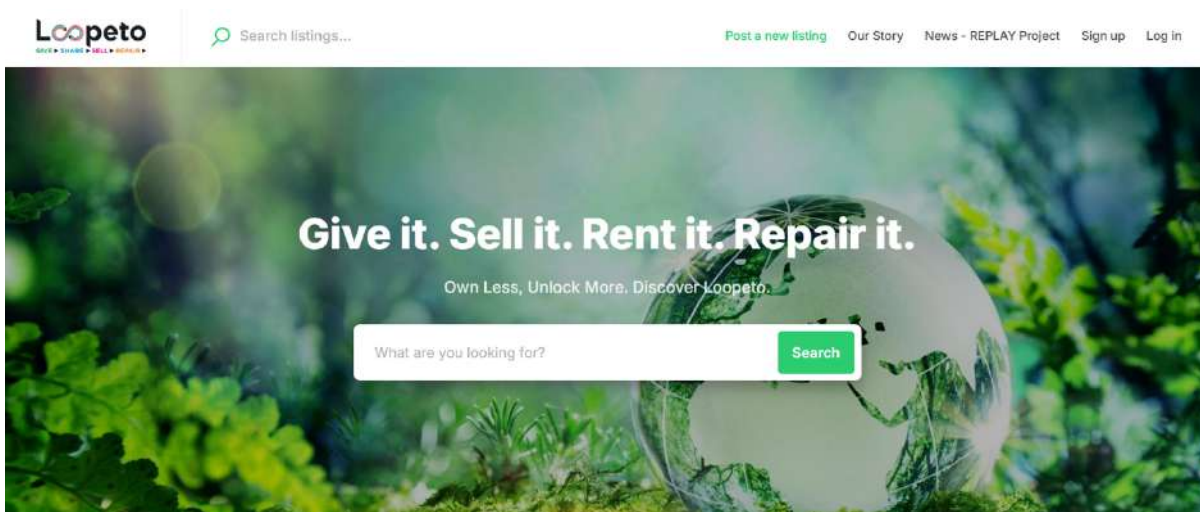
**Step 2:** Click on the 'Sign Up' button at top right of the website



**Step 3:** You will receive an email to verify your email address that you used to set up your Loopeto account: click on the 'VERIFY EMAIL' button in the email.

## Listing Your Items

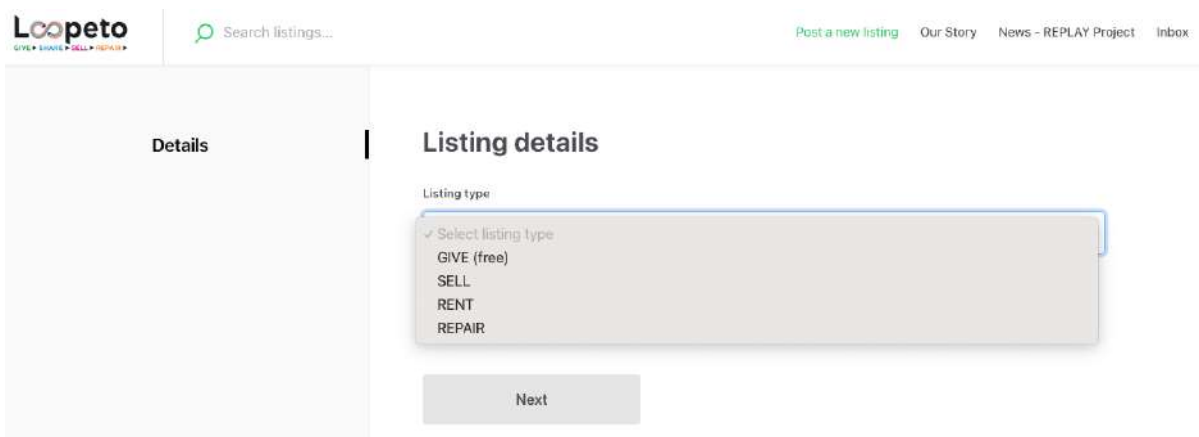
**Step 1:** Go to <https://www.loopeto.com/> and click the 'Log In' button at the top right of the website.



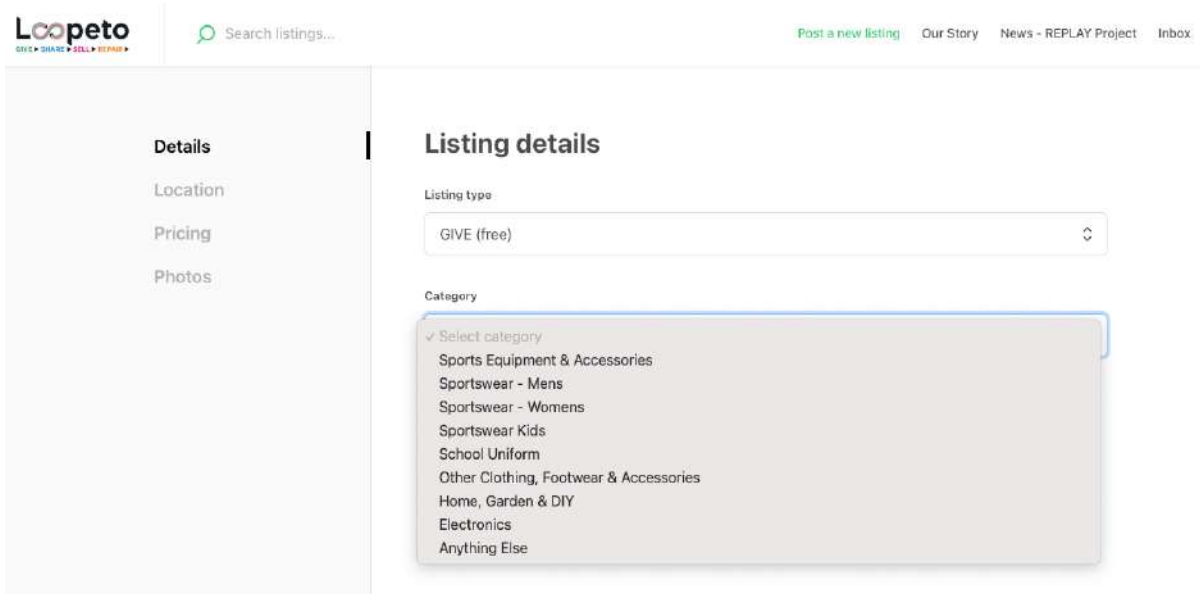
**Step 2:** Insert your email address and password and click the green 'Log in' button.

**Step 3:** Click on 'Post new listing'.

**Step 4:** Select type of listing e.g. Give (free)



**Step 5:** Select your category from the dropdown menu choosing the description that is most accurate for your item. Then insert all relevant information about the item.

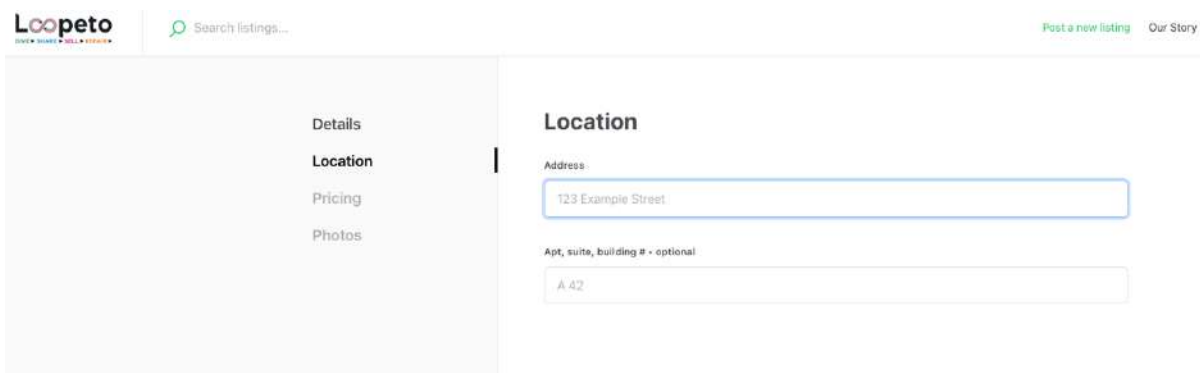


**Step 6:** Club – If you’re associated with a club select it from the dropdown menu. If you’re not associated with a club or your club is not listed, then select ‘No Club’.

**Step 7:** Press the green ‘Next’ button to navigate to the next section.

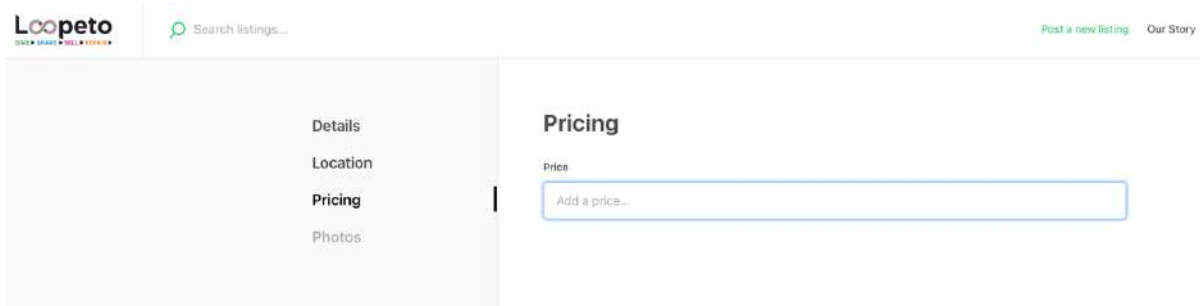
**Step 8:** Location

We recommend that you only insert your postcode at this stage. Once a sale has been confirmed you can then give your full address for collection.



**Step 9:** Pricing

If you are giving the item away enter zero ‘0’. If you are selling the item list the price you would like to sell it for – this option will not be there if the item is free.



## Step 10: Photos

Click on the '+ Add photos' and then select the photos through your computer files.

We recommend you upload 2-3, or more, images that show different angles, including the front and back, of the item. If there are any areas of damage or special features include photos of this as well.

**Step 11:** Click the green 'Publish' button to finalise your item listing.

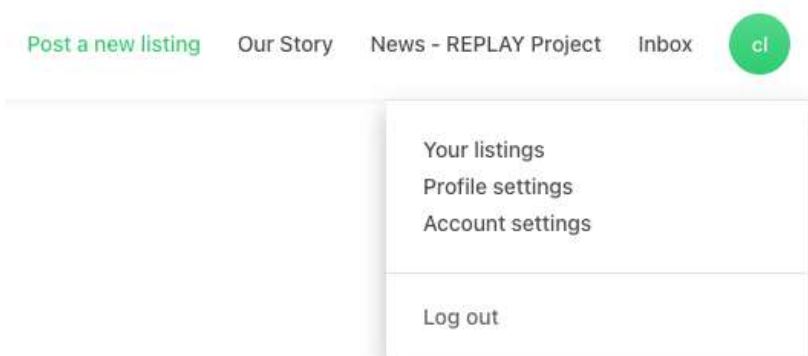
Once published you can edit the listing if necessary.

**If you are listing a free item** (zero cost) you will need to manually close the listing once the item has been passed on. Please see the 'Closing a listing' section for steps to do this.

**If you have sold an item, it will automatically be deleted.**

## EDITING A LISTING

**Step 1:** Click on the green dot in the top right corner of the website and select 'Your listings'.



**Step 2:** Select the listing that you would like to edit, make the edits and then select save. This will then save the new version.

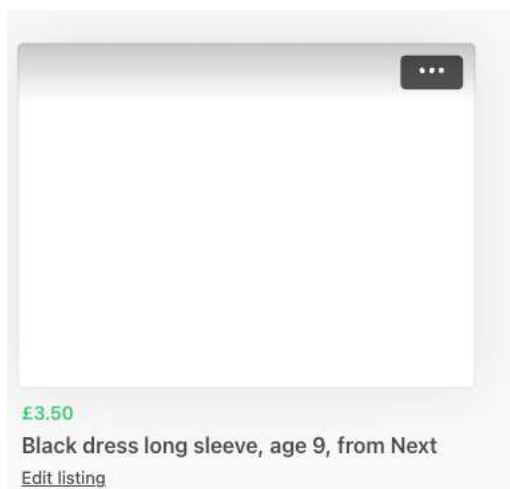
### TO CLOSE A LISTING

If selling an item, once a listing has been sold and the buyer confirms receipt, the item will automatically close.

**If it's a FREE item, the lister will need to close the listing.**

**Step 1:** Go to Your listings

**Step 2:** Hover your mouse over the top right of the listing and three dots will appear and a dropdown – close listing. Select this button.



**Free items** are managed this way to allow free messaging. **This is the only way to avoid transaction costs** as sale transactions are subject to processing fees.

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