1. After navigating to the URL, https://parksandrecpermits.phila.gov, click on the ‘Sign Up’ link to navigate to the registration page.
2. Enter the ‘Account Information’:

- **Account Name:**
- **Phone Number:**
- **Address:**
  - Street 1
  - Street 2
- **City:**
- **Select a State:**
- **Postal Code:**

Enter Company info, Friends group details, or Non-Profit Org details here.

If the account is for personal use, then give any name to your account and enter your home address.

- **Username:**
- **Password:**
  - Password:
  - Confirm Password:

A strong password includes the following characteristics:
- One or more lowercase letters (Required)
- One or more uppercase letters (Required)
- One or more numbers (Required)
- One or more special characters (Required)
- Eight or more total characters (Eight recommended)

- **Email:**
- **Confirm Email:**
- **Primary Phone:**

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3. Next, enter your information like First Name, Last Name, Email and Phone numbers in below section:
4. Next step is to select the Applicant Type:

Select “Family/community” as your applicant type. After you sign up, a PPR staff person will assign you as a “Friends Group”.

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Online event permitting application
Registration process screenshots

5. Last step is to enter username, password and submit the application after checking the ‘Captcha’ box. Parks & Rec recommends using your email address as your username.
6. If there are any issues with information provided, then you may see error messages on the top as shown in below screenshot:

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