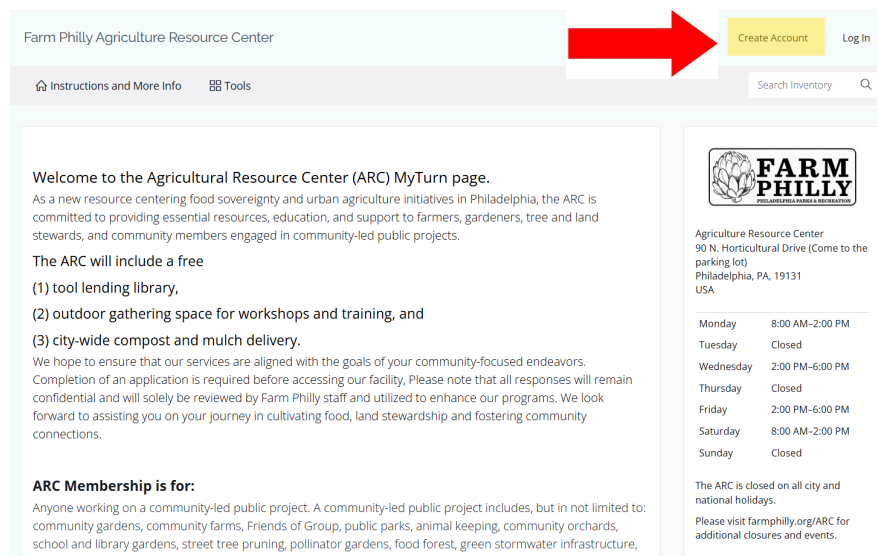


Agriculture Resource Center Membership Application Guide



Step 1: Create a MyTurn account.

Link below:

<https://farmphilly.myturn.com/library/>

When you arrive at the ARC MyTurn homepage, it should look like the photo to the left. To create an account, click the “Create Account” button located in the top right-hand corner of the page. See highlighted area.

FARM PHILLY
PHILADELPHIA PARKS & RECREATION

Sign Up

Membership is for: Anyone working on a community-led project and not for private or business projects.

This application must be finished fully and approved by Farm Philly staff to access our facility.

First Name (required)

Last Name (required)

Public Project Name (required)

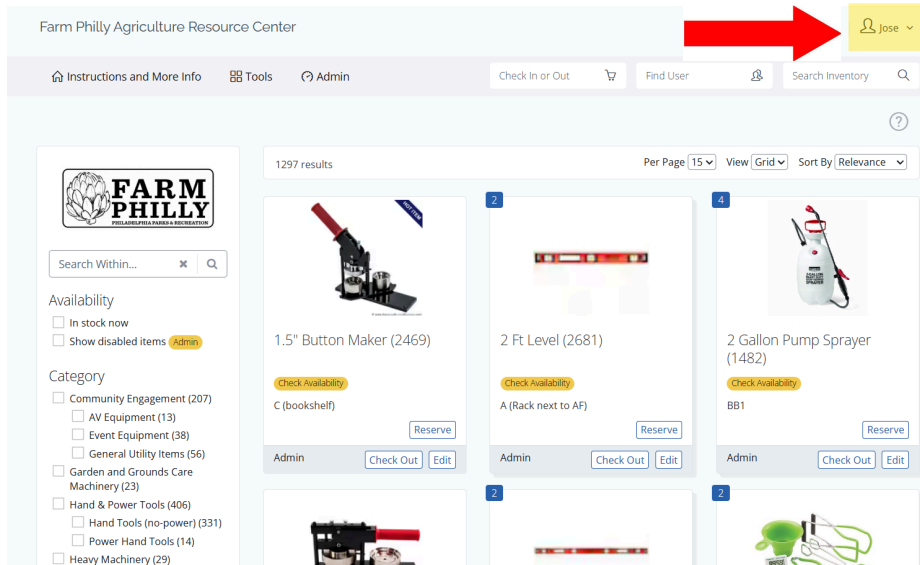
Email (required)

Username (required)

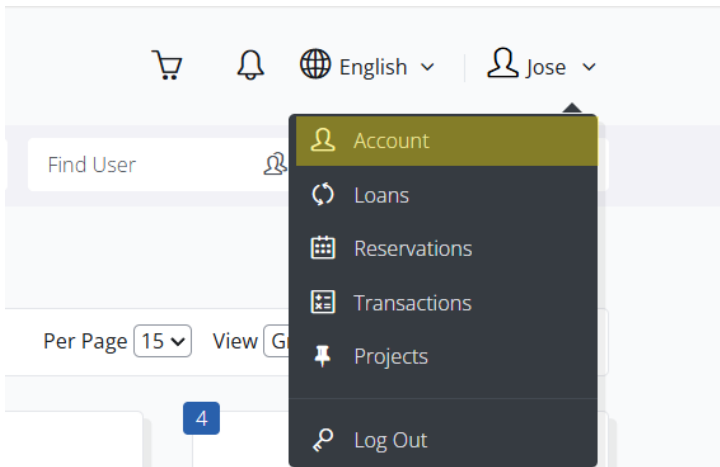
Step 1a: After clicking the “Create Account” button, you should be brought to the sign-up page. Please fill out all the information on this page, and at the bottom of the page, press submit.

Step 1b: After submitting, you will be prompted to read and sign both the Community Agreement and the Rules and Liability Waiver.

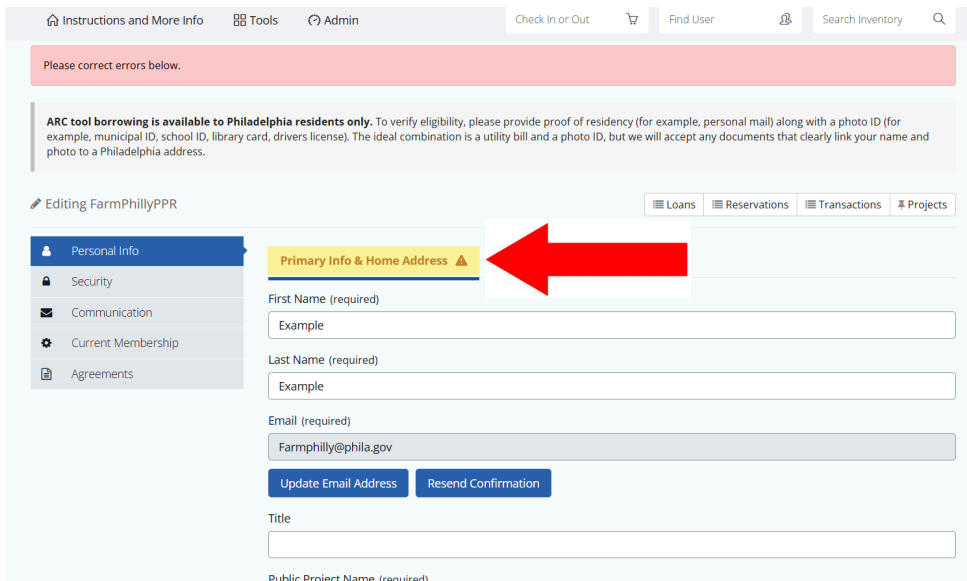
Step 1c: Verify your email address. You will receive a confirmation email shortly after submitting the account. Follow the instructions in that email to verify your email address.



Step 2: ARC Membership Application. The photo to the left is the homepage after logging in or submitting an account. At the top right section of the screen, you will see your name. See highlighted area. After clicking your name, a drop-down bar will appear.



Click the “Account” button to begin filling out the remaining information for membership.



Step 2a: Complete the “Primary Info & Home Address” section. See highlighted area. Be sure to press Save at the bottom of each section before continuing.

Instructions and More Info Tools Admin Check In or Out Find User Search Inventory

Please correct errors below.

ARC tool borrowing is available to Philadelphia residents only. To verify eligibility, please provide proof of residency (for example, personal mail) along with a photo ID (for example, municipal ID, school ID, library card, drivers license). The ideal combination is a utility bill and a photo ID, but we will accept any documents that clearly link your name and photo to a Philadelphia address.

Editing FarmPhillyPPR

Loans Reservations Transactions Projects

Personal Info Primary Info & Home Address Name on ID

Security

Communication

Current Membership

Agreements

First Name (required)
Example

Last Name (required)
Example

Email (required)
Farmphilly@phila.gov

Update Email Address Resend Confirmation

Title

Public Project Name (required)

Step 2b: Complete the “Name on ID” section. This section will be used to verify identity. Press the Save button after completing this section. Be sure to bring your ID or some other form of acceptable identification to your orientation, or to your first tool pick-up if you attended a virtual orientation. Farm Philly will not take copies of your identification. Staff will verify in person.

Instructions and More Info Tools Admin Check In or Out Find User Search Inventory

Please correct errors below.

ARC tool borrowing is available to Philadelphia residents only. To verify eligibility, please provide proof of residency (for example, personal mail) along with a photo ID (for example, municipal ID, school ID, library card, drivers license). The ideal combination is a utility bill and a photo ID, but we will accept any documents that clearly link your name and photo to a Philadelphia address.

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Loans Reservations Transactions Projects

Personal Info Primary Info & Home Address Name on ID Additional Info

Security

Communication

Current Membership

Agreements

First Name (required)
Example

Last Name (required)
Example

Email (required)
Farmphilly@phila.gov

Update Email Address Resend Confirmation

Title

Public Project Name (required)

Step 2c: Complete the “Additional Info” section. See highlighted area.

Important note: In this section, please be specific about the accommodations needed to pick up tools at the ARC. Language, mobility, accessibility needs, etc., can all be added in this section so that we can better serve your needs.

Instructions and More Info Tools Admin Check In or Out Find User Search Inventory

Please correct errors below.

ARC tool borrowing is available to Philadelphia residents only. To verify eligibility, please provide proof of residency (for example, personal mail) along with a photo ID (for example, municipal ID, school ID, library card, drivers license). The ideal combination is a utility bill and a photo ID, but we will accept any documents that clearly link your name and photo to a Philadelphia address.

Editing FarmPhillyPPR

Lo: Projects

Personal Info Security Communication Current Membership Agreements

Primary Info & Home Address Name on ID Additional Info

First Name (required)
Example

Last Name (required)
Example

Email (required)
Farmphilly@phila.gov

Update Email Address Resend Confirmation

Title

Public Project Name (required)

Step 3: Click on the “Projects” tab. See highlighted area. You will be taken to a page with a "Add New" blue button. Press that button, and begin inputting your project information.

Project

Project All Projects

Project Name (required)
Maximum 250 characters

Please provide the project's address or the nearest intersection. (required)

Is the public project you are borrowing tools for an already established project, or a new project? (required)

Existing Project
 New project

What is your role? (required)

Project Leader: Those who are responsible for the overall operation of the garden or farm project

Project Member: Those who participate in growing, maintaining, and programming at a community garden

Project Volunteer: Those who give time to the garden but who are not involved in planning

Board Member: Those who are elected or appointed to serve on the governing body of an organization

Fiscal Sponsor: Those who are part of an established 501(c)(3) nonprofit organization that extends its tax-exempt status to smaller groups, projects, or individuals that are not yet recognized by the IRS as a nonprofit

Master Gardener with Penn State Extension: Those who have completed a Master Gardener course with any state extension program. Master Gardeners are trained volunteers that provide research-based gardening education to their communities.

Master Watershed Steward with Penn State Extension: Those who have completed Penn State Extension's Master Watershed Steward training program and serves as volunteers working across multiple sites to educate communities about watershed stewardship promoting watershed protection and restoration through community education and hands-on projects.

Lead Orchard Volunteer (LOV) with Philadelphia Orchard Project (POP): Those who are dedicated volunteers with POP who provide additional and direct support to

Step 3a: Fill out the “Project” section fully. You can save at any time in case you need to look up information and return to the application. We will only approve memberships once we can verify that you are working on a public project. This is also the section where you need to provide references for each public project you are working on. Please allow up to four weeks for our staff to verify the project. If you're working on a new project, we will reach out to you directly to better understand the project. **New projects will require a longer period to verify the public project.**

After each of these sections has been fully completed and saved, your application will automatically be ready for our staff to review! There won't be a final submit button or confirmation. Once your membership has been approved, you will be emailed with the next steps and prompted to select an orientation time via Givepulse.