



A step-by-step guide to creating an account and adding your household in VisArts' class registration system, Amilia.

This guide is intended for families without VisArts family memberships. If you would like to become a member, you can add a membership to your cart anytime after creating an account.

Visit visarts.org/join to learn about member benefits like **early access to class registration**.



VISUAL ARTS CENTER
OF RICHMOND

amilia

First name

Last name

Email

Password

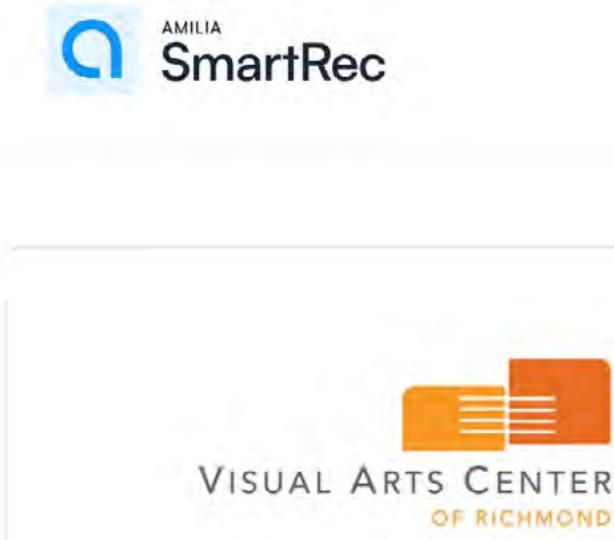
Create account

STEP 1

Visit visarts.org/create-a-new-account to create your account. Input the account owner's name and email address (**this should be you, the caregiver/adult**) and create a password. Then **click "Create account."** You will then be prompted to verify your email with a code.

STEP 2

You're in! Click the dropdown and select "My Account."

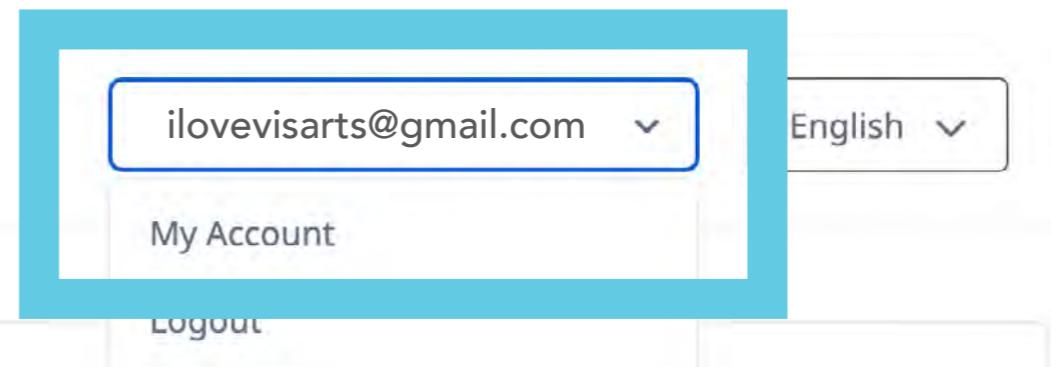


Classes

Search Classes



ArtVenture Summer
Camp 2026 (Youth +
Teens)



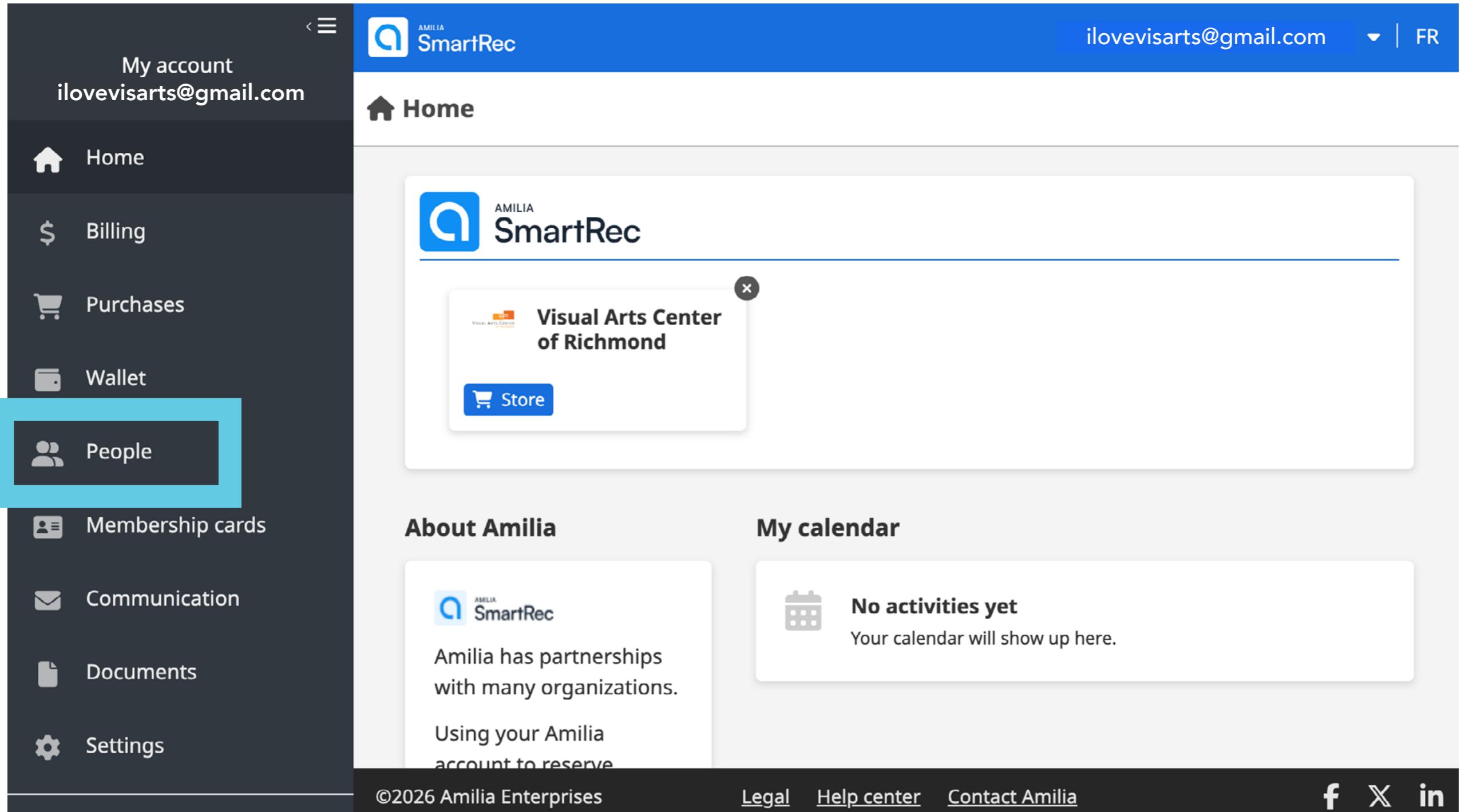
Visual Arts Center of Richmond

The Visual Arts Center of Richmond is a nonprofit community arts center offering classes, exhibitions, community programs, and special events.

[Learn more](#)

STEP 3

On the left, click "People"



The image shows the Amilia SmartRec home page. On the left, a vertical navigation menu is displayed with the following items: My account (ilovevisarts@gmail.com), Home, Billing, Purchases, Wallet, **People** (highlighted with a blue box), Membership cards, Communication, Documents, and Settings. The main content area features the Amilia SmartRec logo and a card for the Visual Arts Center of Richmond, which includes a "Store" button. Below this, there are two sections: "About Amilia" and "My calendar". The "About Amilia" section contains the Amilia SmartRec logo and text stating "Amilia has partnerships with many organizations." The "My calendar" section displays a calendar icon and the text "No activities yet" with the subtext "Your calendar will show up here." At the bottom, there is a footer with links for "Legal", "Help center", and "Contact Amilia", along with social media icons for Facebook, X, and LinkedIn.

My account
ilovevisarts@gmail.com

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

Home

AMILIA SmartRec

Visual Arts Center of Richmond

Store

About Amilia

AMILIA SmartRec

Amilia has partnerships with many organizations.

Using your Amilia account to reserve

My calendar

No activities yet

Your calendar will show up here.

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Legal Help center Contact Amilia

f X in

STEP 4a

Click your name to update your personal details.

My Account ≡  AMILIA SmartRec ilovevisarts@gmail.com ▼ English ▼

Home WR Wendy Richmond >

Billing

Purchases

Wallet

People

Add a person

Membership cards

Communication

Documents

Settings

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My Account ≡

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings



SmartRec

< **Profile**

WR 

Wendy Richmond

Personal information

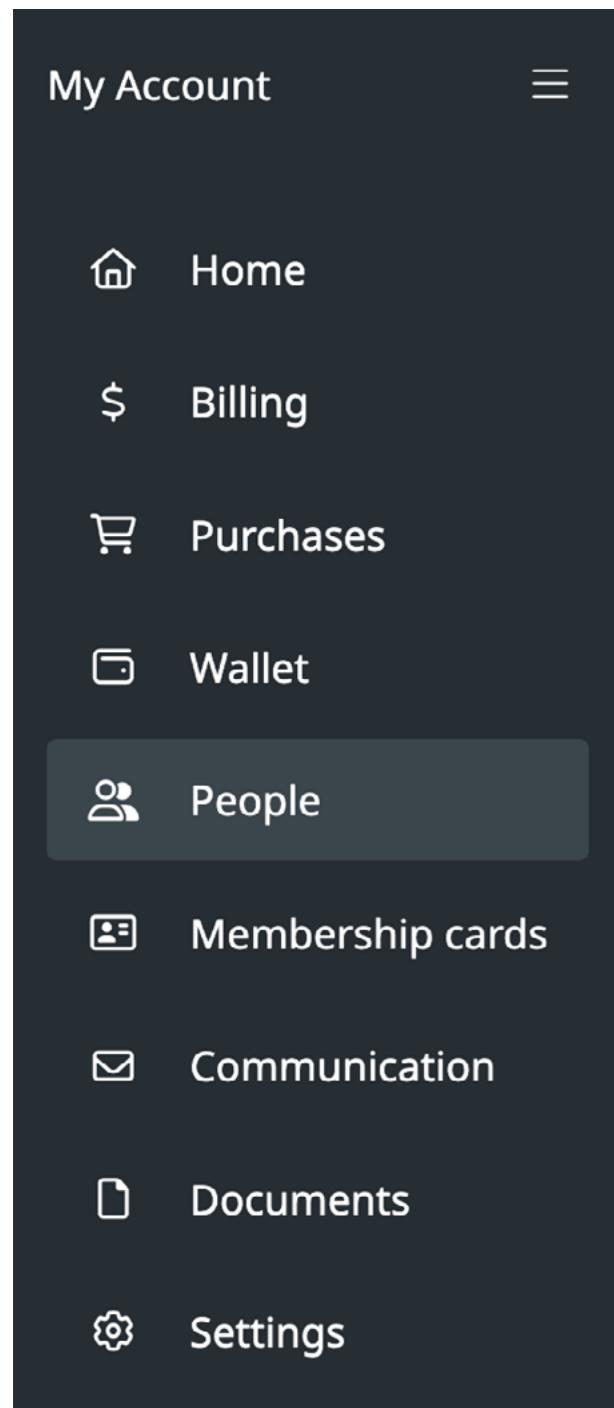
Name >
Wendy Richmond

Date of birth >
Not specified

Gender >
Not specified

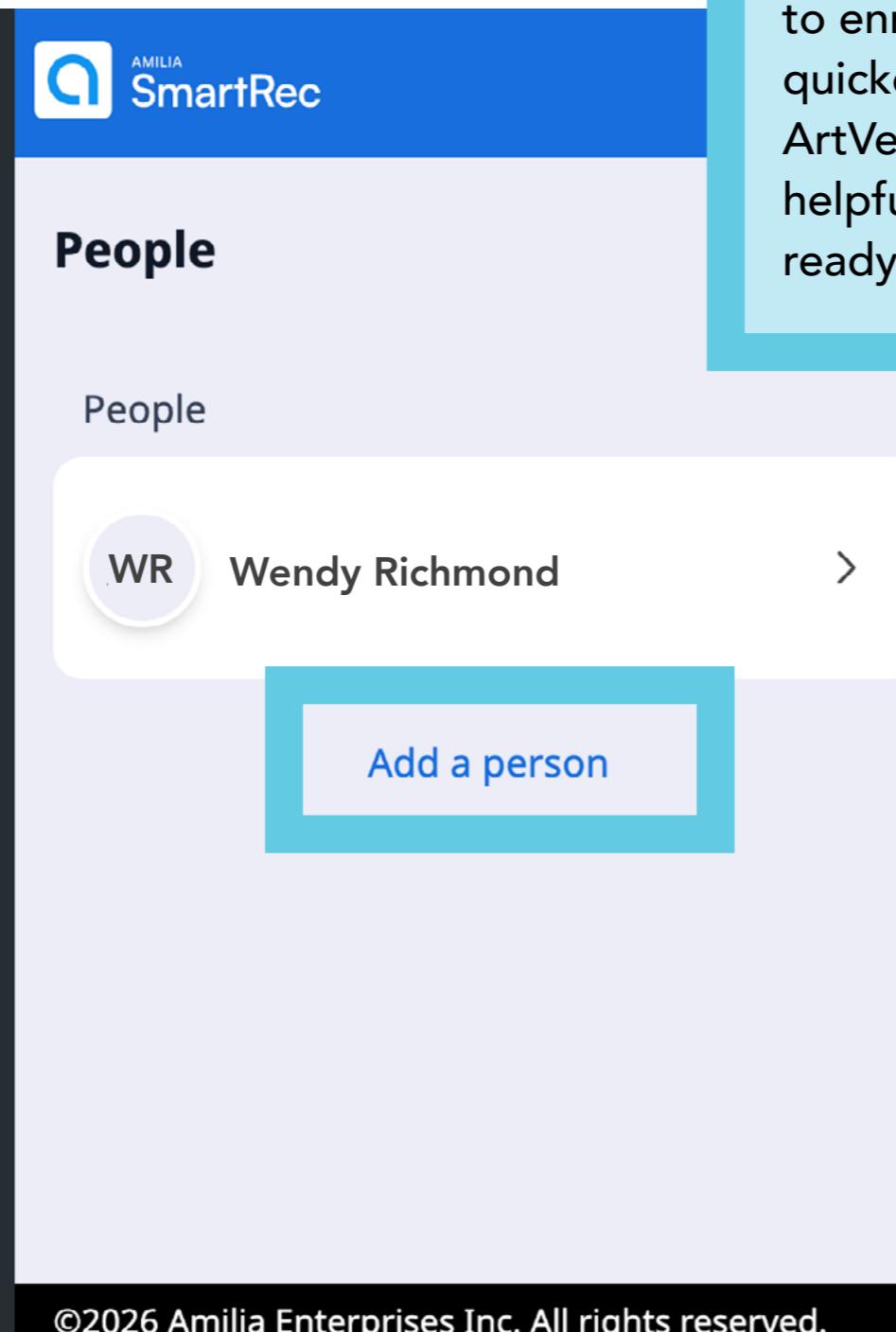
STEP 4b

Click **“Date of birth”** and add your information. By sharing your age in your profile, we can ensure adults can’t accidentally enroll in youth classes and vice versa. Then **click “People”** to return.



My Account ≡

- Home
- Billing
- Purchases
- Wallet
- People**
- Membership cards
- Communication
- Documents
- Settings



AMILIA SmartRec

People

WR Wendy Richmond >

Add a person

STEP 5a

Click “Add a person” and create a profile for each person in your household who intends to enroll in a class at VisArts. To ensure the quickest and smoothest registration for ArtVenture Summer Camp especially, it is helpful to already have your children’s details ready in your account before registration day.

STEP 5b

Follow the prompts to create a profile for each member of your household.

My Account ≡

AMILIA SmartRec

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

Under 18 years old

18 years old and over

STEP 5b
Follow the prompts to create a profile for each member of your household.

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[Legal](#) [Help center](#) [Contact Amilia](#)

[f](#) [X](#) [in](#)

[Home](#)[Billing](#)[Purchases](#)[Wallet](#)[People](#)[Membership cards](#)[Communication](#)[Documents](#)[Settings](#)

STEP 5c

You must add the date of birth for each child so they are eligible to register for youth classes.

< Add a person

Personal information

First name (required) _____

Bobby

Last name (required) _____

Richmond



Date of birth (required) _____

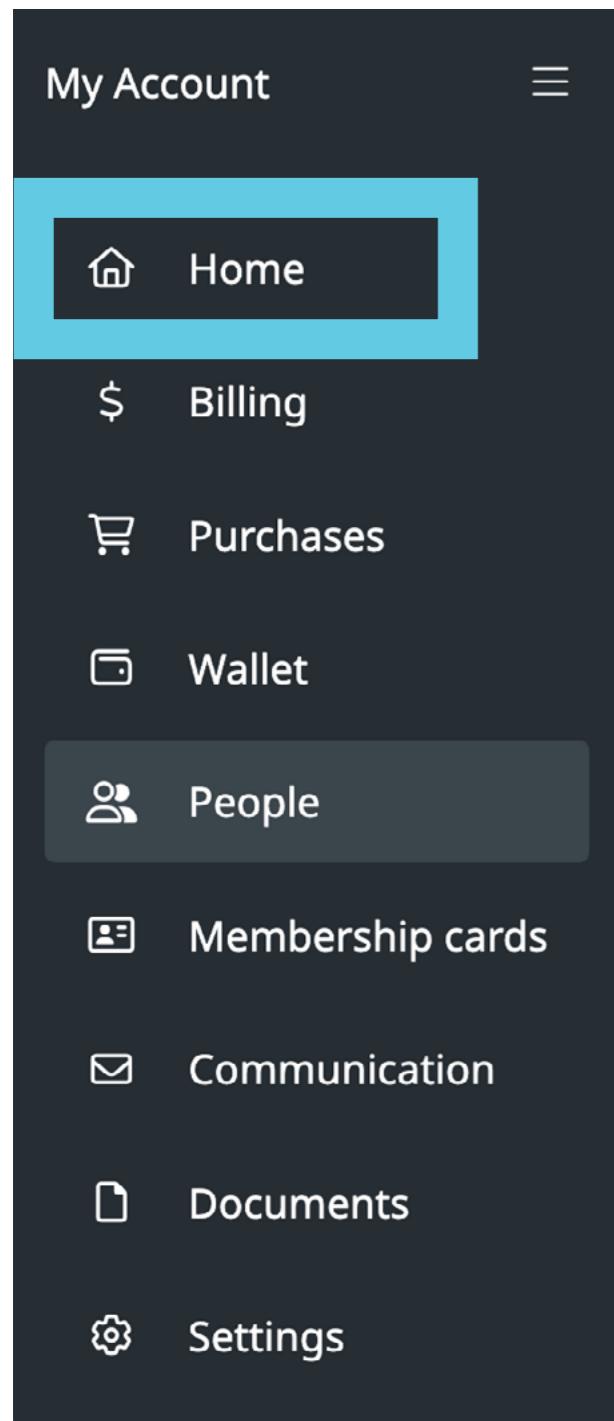
2018 - 01 - 01



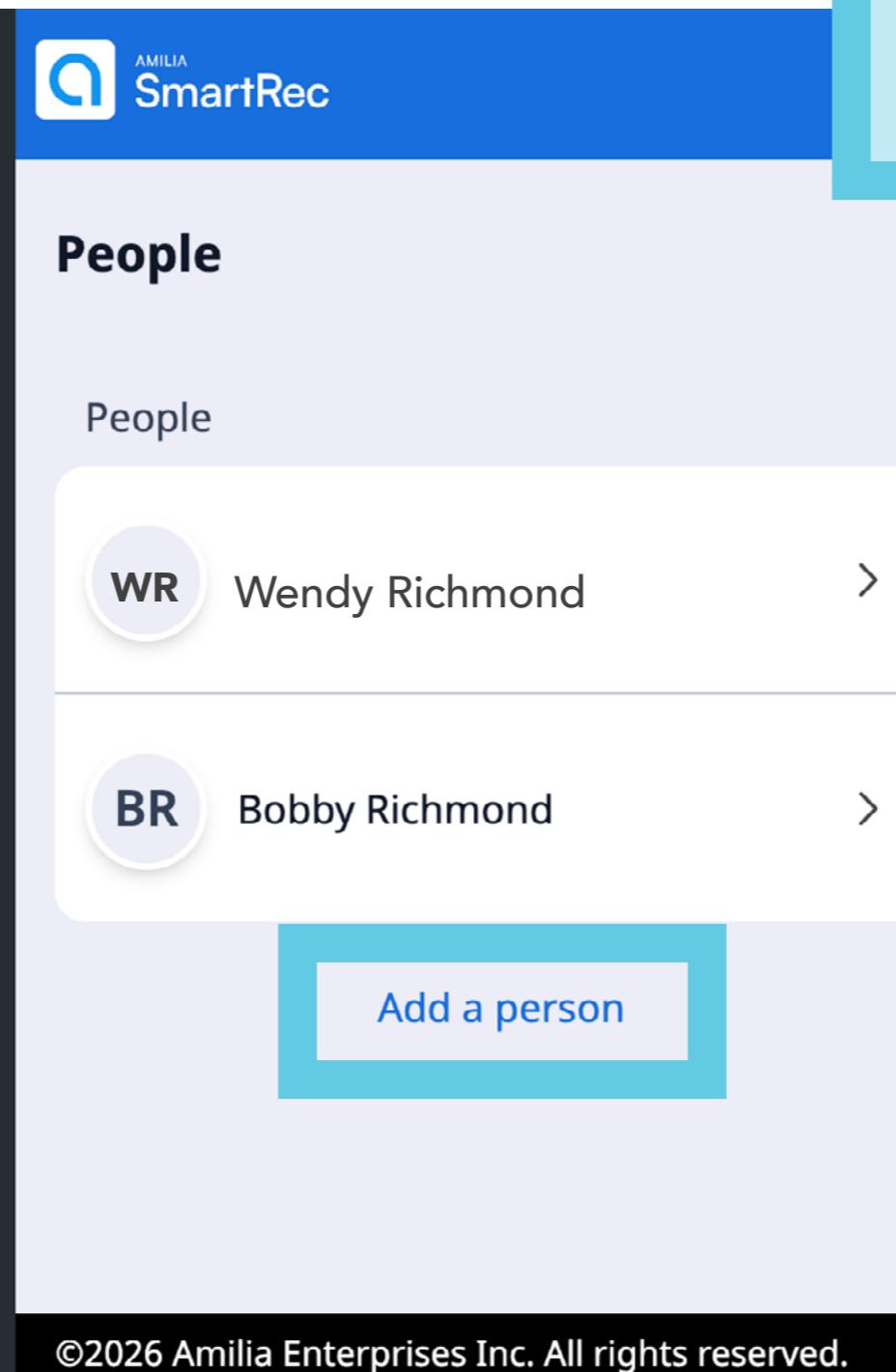
You can only add your date of birth once.

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The image shows the left sidebar of the SmartRec mobile application. It features a dark grey background with white icons and text for various sections: My Account, Home (highlighted with a blue bar), Billing, Purchases, Wallet, People (highlighted with a grey bar), Membership cards, Communication, Documents, and Settings. The People and Home sections are currently selected.



The main content area of the SmartRec app shows the 'People' section. At the top, it says 'People'. Below that, there are two profile cards: 'WR Wendy Richmond' and 'BR Bobby Richmond', each with a circular icon containing initials and a right-pointing arrow. At the bottom of the list is a blue button labeled 'Add a person'.

STEP 6

Repeat the process for each child and one additional adult (if applicable) in your household. Once all household members are added, **click "Home."**

YOU'RE DONE!

Click "Visual Arts Center of Richmond Store"
to start browsing available classes.

My account
ilovevisarts@gmail.com

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

AMILIA SmartRec

Home

AMILIA SmartRec

Visual Arts Center of Richmond

Store

About Amilia

Amilia has partnerships with many organizations.

Using your Amilia account to reserve

My calendar

No activities yet

Your calendar will show up here.

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Legal Help center Contact Amilia

f X in



Your account is now set up, and it's time to browse VisArts classes! We recommend using the filters on the left to find the classes that are right for you and your family members.



Visual Arts Center of Richmond

The Visual Arts Center of Richmond is a nonprofit community arts center offering classes, exhibitions, community programs, and special events.

[Learn more](#)



Classes

Memberships

Make a Donation!

0

Classes

Search Classes



Filters

Age



Day



ArtVenture Summer
Camp 2026 (Youth +
Teens)