



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**.

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."**



ilovevisarts@gmail.com ▼

English ▼

My Account

Logout



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



ArtVenture Summer
Camp 2026 (Youth +
Teens)

STEP 3

On the left, click **"People"**

The screenshot displays the Amilia SmartRec web application interface. On the left, a dark sidebar contains a menu with the following items: 'Home', 'Billing', 'Purchases', 'Wallet', 'People' (highlighted with a blue box), 'Membership cards', 'Communication', 'Documents', and 'Settings'. The top of the page features a blue header with the 'AMILIA SmartRec' logo, the email address 'ilovevisarts@gmail.com', and a language selector set to 'FR'. Below the header, the main content area is titled 'Home' and includes a large white card for 'Visual Arts Center of Richmond' with a 'Store' button. Further down, there are two sections: 'About Amilia' and 'My calendar'. The 'About Amilia' section states that Amilia has partnerships with many organizations and mentions using the Amilia account to reserve. The 'My calendar' section shows 'No activities yet' and notes that the calendar will show up there. The footer contains copyright information for 2026 Amilia Enterprises, links to 'Legal', 'Help center', and 'Contact Amilia', and social media icons for Facebook, X, and LinkedIn.

My account
ilovevisarts@gmail.com

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

AMILIA SmartRec

ilovevisarts@gmail.com | FR

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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f X in

STEP 4a

Click your name to update your personal details.

My Account

AMILIA SmartRec

ilovevisarts@gmail.com

English

People

People

WR Wendy Richmond

[Add a person](#)

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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

< Profile

WR

Wendy Richmond

Personal information

Name

Wendy Richmond

Date of birth

Not specified

Gender

Not specified

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Legal

Help center

Contact Amilia

f

X

in

My Account

Home

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AMILIA SmartRec

People

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.

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Legal

Help center

Contact Amilia

f

X

in

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

< Add a person



Under 18 years old



18 years old and over



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My Account



STEP 5c

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

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

< 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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My Account

Home

Billing

Purchases

Wallet

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AMILIA SmartRec

People

People

WR

Wendy Richmond

>

BR

Bobby Richmond

>

Add a person

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Help center

Contact Amilia

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X

in

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."**

CREATING PROFILES FOR YOUR HOUSEHOLD IN AMILIA

VISUAL ARTS CENTER OF RICHMOND

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
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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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.



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[Learn more](#)



Classes

Memberships

Make a Donation!

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Classes

Search Classes



Filters

Age



Day



ArtVenture Summer
Camp 2026 (Youth +
Teens)