



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

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



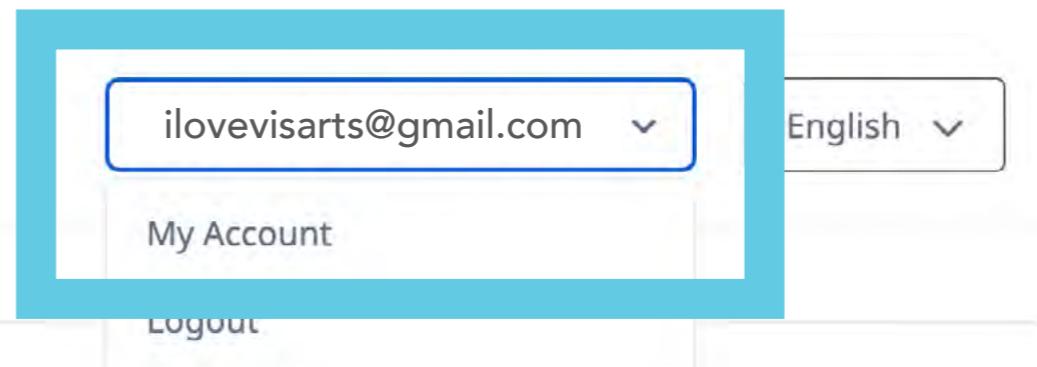
Create account

STEP 1

Visit visarts.org/create-a-new-account to create your account. Input the account owner's name and email address 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."



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

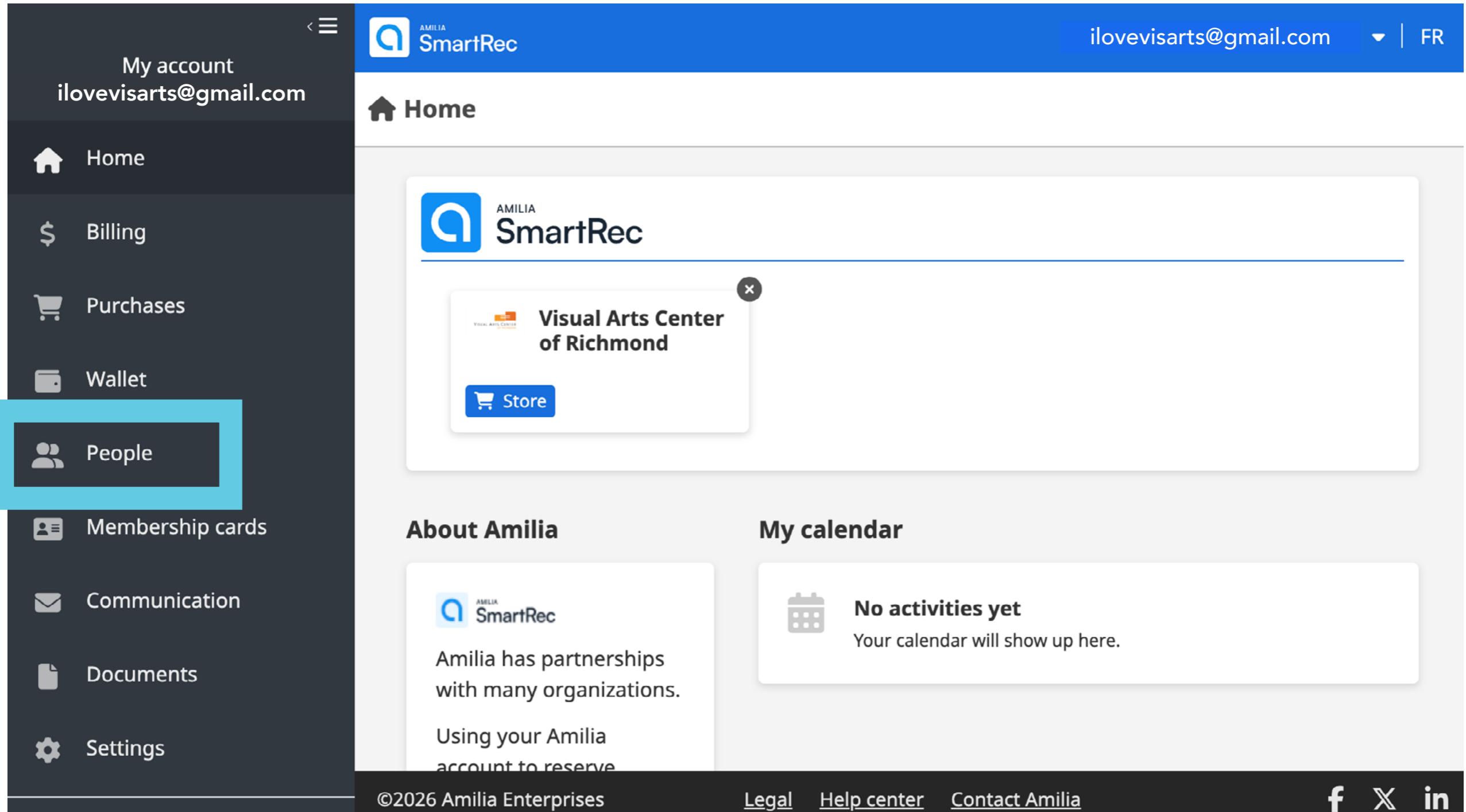
Search Classes



ArtVenture Summer
Camp 2026 (Youth +
Teens)

STEP 3

On the left, click "People"



The 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

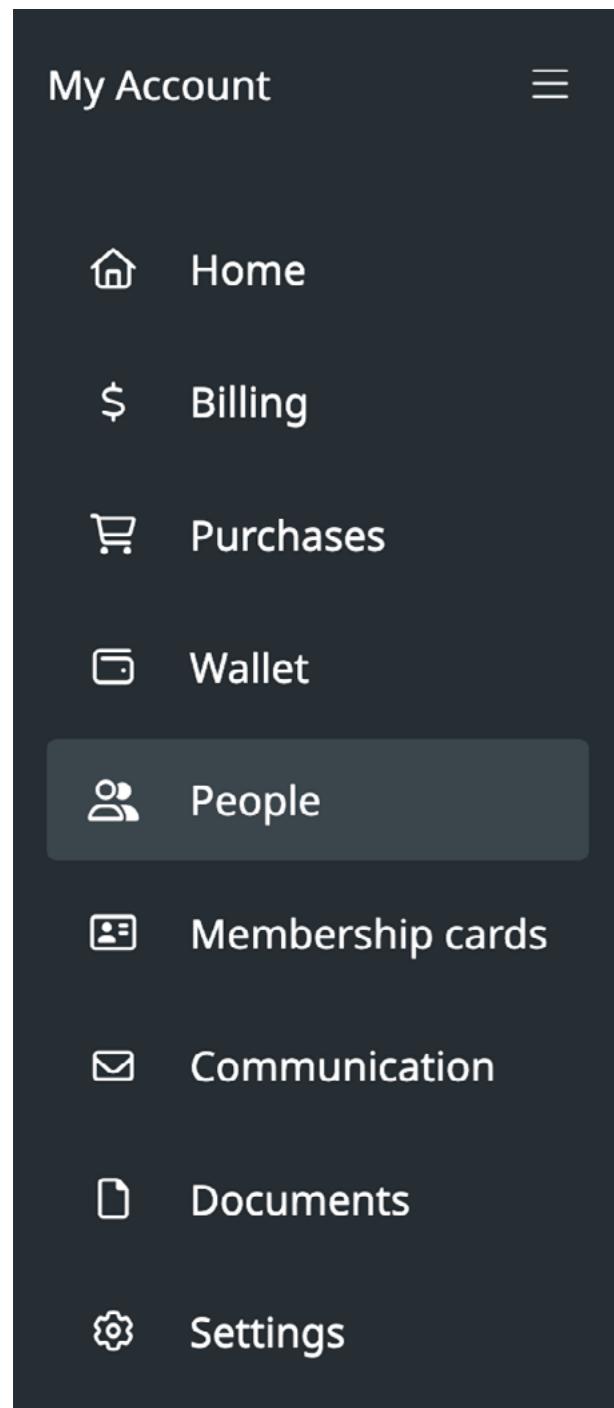
Name >
Wendy Richmond

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.

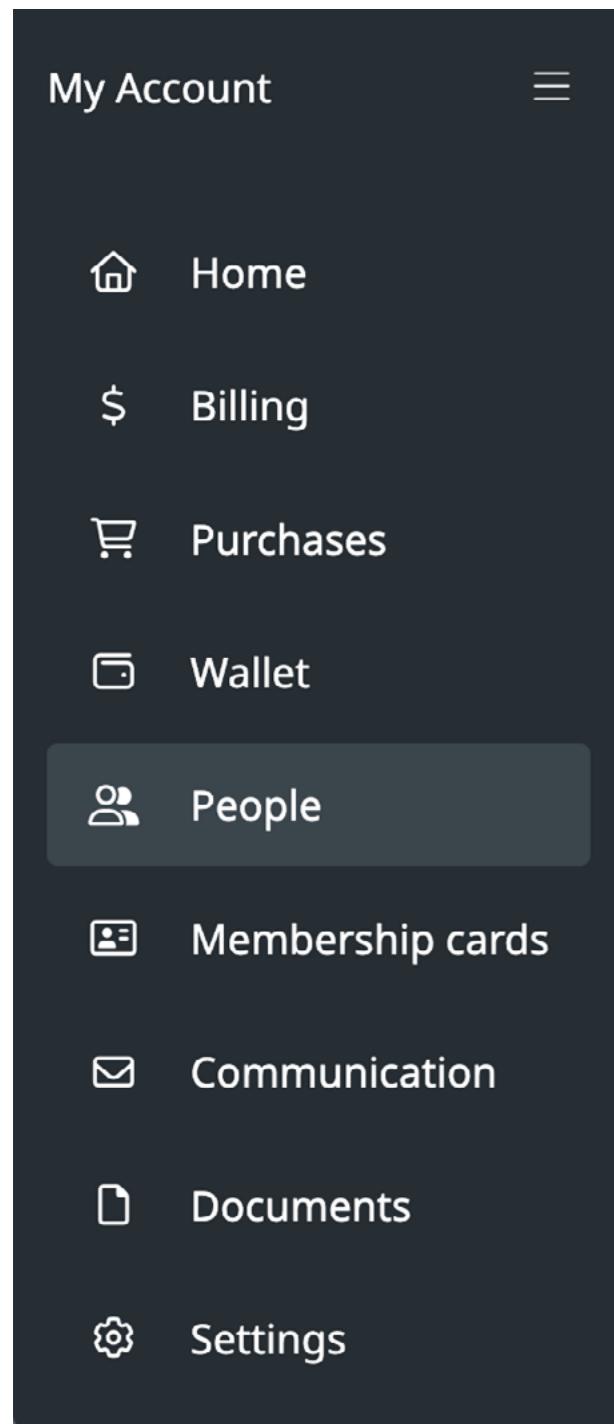


STEP 5a

Click “Add a person” and create a profile for each person in your household who intends to enroll in a class at VisArts. This can be updated at any time.

STEP 5b

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

The main content area of the app. At the top, it says "Add a person" with a back arrow. Below that are two large, rounded rectangular buttons. The top button, which is white, contains a blue circular icon with a white person silhouette and the text "Under 18 years old" to its right, with a right-pointing arrow on the far right. The bottom button, which is light grey, contains a blue circular icon with a white person silhouette and the text "18 years old and over" to its right, with a right-pointing arrow on the far right.

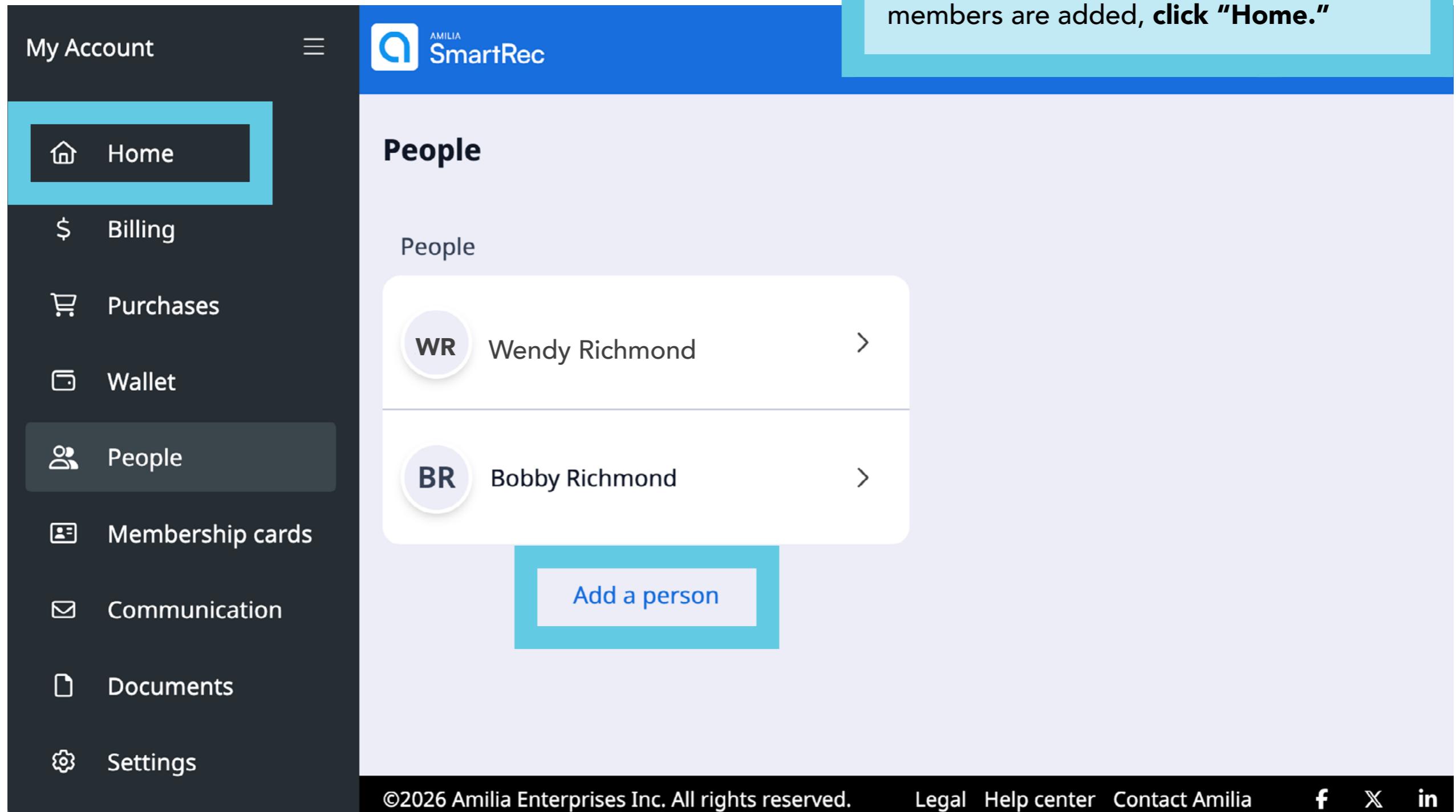
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[Legal](#) [Help center](#) [Contact Amilia](#)

[!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\)](#) [!\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#) [!\[\]\(855eb27d3d242e620031eb19ab2e732f_img.jpg\)](#)

STEP 6

Repeat the process for each person in your household. Once all household members are added, **click "Home."**



The image shows the Amilia SmartRec mobile application interface. The top navigation bar includes 'My Account' and a menu icon. The main header 'AMILIA SmartRec' is displayed above the 'People' section. The left sidebar menu lists 'Home', 'Billing', 'Purchases', 'Wallet', 'People' (which is highlighted in a dark grey box), 'Membership cards', 'Communication', 'Documents', and 'Settings'. The 'People' section on the right shows two household members: 'Wendy Richmond' and 'Bobby Richmond', each with a circular profile icon (WR and BR respectively) and a right-pointing arrow. At the bottom of this section is a blue button labeled 'Add a person'. The footer contains the text '©2026 Amilia Enterprises Inc. All rights reserved.', links for 'Legal', 'Help center', and 'Contact Amilia', and social media icons for Facebook, X (Twitter), and LinkedIn.

My Account

AMILIA SmartRec

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

People

WR Wendy Richmond >

BR Bobby Richmond >

Add a person

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f X in

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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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)