



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**.

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.

amilia

First name

Last name

Email

Password

Create account

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 card for the 'Visual Arts Center of Richmond' with a 'Store' button. Further down, there are two sections: 'About Amilia', which mentions partnerships and the ability to reserve using an Amilia account, and 'My calendar', which states 'No activities yet' and 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.

STEP 4a

Click your **name** to update your personal details.

The screenshot displays the Amilia SmartRec web application interface. On the left is a dark sidebar with a 'My Account' header and a hamburger menu icon. Below the header are navigation links: Home, Billing, Purchases, Wallet, People (highlighted), Membership cards, Communication, Documents, and Settings. The main content area has a blue header with the Amilia SmartRec logo, a user email dropdown (ilovevisarts@gmail.com), and a language dropdown (English). The 'People' section is active, showing a list of people. One person, Wendy Richmond (initials WR), is highlighted with a light blue border. Below the list is a blue 'Add a person' button. The footer contains copyright information, links to Legal, Help center, and Contact Amilia, and social media icons for Facebook, X, and LinkedIn.

My Account

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

AMILIA SmartRec

ilovevisarts@gmail.com

English

People

People

WR Wendy Richmond

Add a person

©2026 Amilia Enterprises Inc. All rights reserved. Legal Help center Contact Amilia

f X in

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

©2026 Amilia Enterprises Inc. All rights reserved.

Legal

Help center

Contact Amilia

f

X

in

My Account

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

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. This can be updated at any time.

©2026 Amilia Enterprises Inc. All rights reserved.

Legal

Help center

Contact Amilia

f

X

in


STEP 5b

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

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



©2026 Amilia Enterprises Inc. All rights reserved.

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



My Account

Home

Billing

Purchases

Wallet

People

Membership cards

Communication

Documents

Settings

AMILIA SmartRec

People

People

WR

Wendy Richmond

>

BR

Bobby Richmond

>

Add a person

©2026 Amilia Enterprises Inc. All rights reserved.

Legal

Help center

Contact Amilia

f

X

in

STEP 6
Repeat the process for each person 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
SmartRec

Amilia has partnerships with many organizations.

Using your Amilia account to reserve

My calendar

No activities yet

Your calendar will show up here.

©2026 Amilia Enterprises

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)