



## A step-by-step guide to creating an account and purchasing a family membership in VisArts' class registration system, *Amilia*.

With an active VisArts family membership, you'll receive **early access to register** for ArtVenture Summer Camp and other VisArts classes.

## STEP 1

Visit [visarts.org/create-a-new-account](https://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."**

# amilia

First name

Last name

Email

Password

Create account



## STEP 2

You're in! Click **"Memberships"** in the menu bar and then click **"Add to cart."**



## 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.

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## Memberships

Search Memberships



### Family Membership

Family memberships entitle two adults plus any children under 18 living in the household to enjoy early class registration, tuition discounts, discounted studio acces...

 Discounts

**\$120.00**

**Add to cart**



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### Family Membership

\$120.00

Family memberships entitle two adults plus any children under 18 living in the household to enjoy early c studio access, invitations to exhibition openings, discounted tickets to special events, 10 percent off corpo parties and two free general admission tickets to Craft + Design.

- up to 2 members (18 or older)
- Any number of members (17 or younger)

Please select the participant(s) to register:

Your Name

ⓘ [Update participant's information](#)

+ Add a person



### STEP 3a

Here you will update your membership to include your and your children's details. First **click "Update participant's information"** to update your personal details (the account owner/adult). By sharing your age in your profile, we can ensure adults don't accidentally enroll in youth classes and vice versa.



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[Memberships](#)

## Family Membership

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Family memberships entitle two adults plus any children under 18 living in the household to enjoy early class registration, tuition discounts, discounted studio access, invitations to exhibition openings, discounted tickets to special events, 10 percent off corporate team-building, 10 percent off birthday parties and two free general admission tickets to Craft + Design.

- up to 2 members (18 or older)
- Any number of members (17 or younger)

Please select the participant(s) to register:

Your Name (your age)

+ Add a person

### STEP 3b

Click "+ Add a person" and repeat the process for each child and one additional adult (if applicable) in your family to the account. **You must add each child with their age so they are eligible for youth classes.**



Add to cart



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- up to 2 members (18 or older)
- Any number of members (17 or younger)

Please select the participant(s) to register:

Your Name (your age)

Your Child (7 yrs.)

+ Add a person

### STEP 3c

When all of your family members are listed on the left, **click the plus sign boxes on the right to turn them into green checkmarks, then click "Add to cart."**



Add to cart



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This item has been added to your cart

### STEP 4

Click "Checkout" to proceed.

[Continue shopping](#)

[Checkout](#)

① Order

② Information

③ Payment

🕒 29:06

Order: 1 item

**Pay it Forward!**

Make a donation to support our financial aid and scholarship programs!

Amount

0

Donate

**Family Membership**

👤 For: Your Name

\$120.00

**\$120.00**

[Remove](#)

**Merchant Service Fee**

\$3.60

**\$3.60**

**STEP 5**

Review your cart and if everything looks correct, **click "Proceed to checkout."**

**Order total**

**\$123.60**

▼ Have a discount code?

Continue shopping

**Proceed to checkout**



## STEP 6

This is the last step! Follow the prompts to provide your personal information. Proceed.

### Visual Arts Center of Richmond

① Order

② Information

③ Payment

*Validate all sections to continue your purchase.*

### Information

**Account owner**

Your Name



Your Name

Address 1

Street and number, P.O. box, c/o.

Address 2

Apartment, suite, unit, building, floor, etc.

(optional)

Country (optional)

United States



State/Province



City

ZIP/Postal Code

Email

Home Phone

Work Phone

Cellular

Extension (optional)

## Visual Arts Center of Richmond

### Confirmation

Your order has been successfully completed.

Invoice Number: 123456

Date: January 6, 2026

Client

**Your Name**

1812 W Main St  
Richmond, VA  
23220

Organization

**Visual Arts Center of Richmond**

1812 West Main Street  
Richmond, VA  
23220  
(804) 353-0094

### Memberships

**Fixed Membership Family Membership**

**\$120.00**

End date: 1/5/2027

**For: Your Name**

**Merchant Service Fee**

**\$3.60**

Sub total \$123.60

**Order total \$123.60**

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## YOU DID IT!

Now you're ready to register yourself or your students in an upcoming session during the member-only registration period.