



# A step-by-step guide to booking a VisArts studio

ONLINE THROUGH AMILIA

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This guide is for pre-approved studio access users. If you have not already applied and been approved, please visit [visarts.org/studio-access](https://visarts.org/studio-access) to submit an application.



VISUAL ARTS CENTER  
OF RICHMOND

## STEP 1

Click the private link in your email to view either the Monitored Access or Unmonitored Access calendars for the studio(s) you are approved for. Once you are logged in, the link will take you to a landing page that looks like this.

ilovevisarts@gmail.com

English



## 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](#)

[Gift Cards](#)

[Monthly Studio Access Passes](#)

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## Glass - Monitored Access

**Start date:** Friday, April 3 2026.

**Schedule:**

**Required age:** Over 18 years old on the day of the activity

**Prerequisites:** All participants must meet at least one of the following requirements:

# STEP 2

Scroll down to view the month-view of the calendar.



### 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](#) [f](#) [in](#) [@](#)

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## Glass - Monitored Access

**Start date:** Friday, April 3 2026.

**Schedule:**

- 🕒 Fridays, 4:00 PM - 5:00 PM
- 📅 From April 3, 2026 until June 5, 2026
- 🏠 Glass
- 🕒 Fridays, 5:00 PM - 6:00 PM
- 📅 From April 3, 2026 until June 5, 2026
- 🏠 Glass
- 🕒 Sundays, 4:00 PM - 5:00 PM
- 📅 From April 5, 2026 until June 7, 2026
- 🏠 Glass

[View more \(4\)](#)

**Location:** Glass (Visual Arts Center of Richmond) | 1812 West Main Street, Richmond, VA, 23220

**Description:**

Studio access is reserved in 1-hr blocks of time. Please register for all hours you would like to reserve. Monthly studio access passes are available [here](#).

**Spring 2026 Monitor Schedule:**

DAY	TIME	MONITOR ON DUTY
Sunday	6-9pm	Crista Fore
Sunday	6-9pm	Amber Albee

Please note that there is no class on the following date(s):

- Friday, May 01, 2026 from 4:00 PM to 6:00 PM
- Friday, May 01, 2026 from 5:00 PM to 6:00 PM

**Required age:** Over 18 years old on the day of the activity

**Prerequisites:** All participants must meet at least one of the following requirements:

- Applied + was approved by VisArts studios team
- Active student in a multi-week class that is underway
- Current Artist in Residence
- VisArts staff member, teacher, or studio monitor

**Share this activity:**

[f](#) [x](#) [@](#) [✉](#)

**Register for a drop-in class**

This activity allows for drop-ins. Pick your choice in the calendar to register.

Show only my events

**Legend**

- 🟦 Registration available
- 🟢 In cart or previously purchased
- 🟡 Available soon
- 🔴 Full
- 🟪 Full with wait list available

< > today **May 2026** month week list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
<b>Glass - Monitored Access</b> 4:00 pm - 5:00 pm 📍 Glass   1812 West Mal					NO CLASSES AFTER 12pm /	NO CLASSES / BUILDING CI

SCROLL DOWN!



# STEP 3

Select the calendar view of your choice.

Month view:  
(default)

Week view:

List view:

# STEP 4

Browse time slots that are blue and categorized as "Registration available." Then **click "+ Register"** to add it to your cart.

### Legend

-  Registration available
-  In cart or previously purchased
-  Available soon
-  Full
-  Full with wait list available

< > today **May 17 - 23, 2026** month **week** list

Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Sat 5/23
<b>Glass - Monitored Access</b> 4:00 pm - 5:00 pm 📍 Glass   1812 West Mai					<b>Glass - Monitored Access</b> 4:00 pm - 5:00 pm 📍 Glass   1812 West Mai \$12.00 Available spots	
<b>Glass - Monitored Access</b> 5:00 pm - 6:00 pm 📍 Glass   1812 West Mai					<b>Glass - Monitored Access</b> 5:00 pm - 6:00 pm 📍 Glass   1812 West Mai \$12.00 Available spots <b>+ Register</b>	
<b>Glass - Monitored Access</b> 6:00 pm - 7:00 pm 📍 Glass   1812 West Mai						
<b>Glass - Monitored Access</b> 7:00 pm - 8:00 pm 📍 Glass   1812 West Mai						
<b>Glass - Monitored Access</b> 8:00 pm - 9:00 pm 📍 Glass   1812 West Mai						

## STEP 5

Click the icon next to your name (or the person in your household who is approved for/will be registering for studio access). When selected, the icon will turn into a green checkmark and the booking will be added to your cart. If you want to book more time, click "Continue shopping." If you are done booking your studio time, click "**Checkout.**"

If you have monthly studio access, you will be prompted with the option to apply your multi-pass to your booking at this point.

The screenshot shows a modal window titled "Select participants to register" with a close button (x) in the top right corner. The main heading is "Glass - Monitored Access". To the right of this heading is a dark grey button with a shopping cart icon, the number "1", and the text "CHECKOUT" with a right-pointing arrow. Below the heading, there is a green button that says "Added to cart". The details section includes: a calendar icon followed by "Friday, May 22, 2026 from 5:00 PM to 6:00 PM"; a person icon followed by "Glass"; and a price tag icon followed by "\$12.00". Below this is the text "Required age: Over 18 years old on the day of the activity". A light blue bar contains a dropdown arrow icon and the text "Click on 👤+ to add to your cart". Below this bar, there are two participant entries: "Bobby Richmond (8 yrs. 4 mos.)" with a grey person icon and an information icon, and "Jenny Richmond (31 yrs.)" with a green checkmark icon and an information icon. Below the entries is a blue button with a person icon and a plus sign, labeled "Add another person". At the bottom of the modal are two buttons: "Continue shopping" (white with a black border) and "Checkout" (orange).

## STEP 6 (the last one!)

Follow the prompts to complete your checkout. If you are eligible for a discount, it should be automatically applied. If you have any questions about this, please ask the Front Desk for assistance.

② Information

③ Payment

⌚ 43:43

and scholarship programs!

Amount

0

Donate

### Studio Access - Spring 2026 - Studio Access - Glass - Glass - Monitored Access

📄 Drop-in

👤 **Participant:** Wendy Richmond

\$12.00

**\$12.00**

🕒 Friday, May 22, 2026 from 5:00 PM to 6:00 PM

[Remove](#)

🏠 Glass

VisArts Member \$2 Studio Access  
Discount - Discount of \$2.00

Wendy Richmond / Studio Access - Spring 2026  
- Studio Access - Glass - Glass - Monitored  
Access Schedule: Friday, May 22, 2026 from  
5:00 PM to 6:00 PM Location: Glass (Visual Arts  
Center of Richmond) | 1812 West Main Street,  
Richmond, VA, 23220

(\$2.00)

**(\$2.00)**

**Merchant Service Fee**

\$0.30

**\$0.30**

*And you're done!*

**Order total**

**\$10.30**