

# Instructions for Booking Appointments Online

For families who wish to book online, please visit our website at [www.topmarks.ca](http://www.topmarks.ca) and click “Online Orders”. In order to book an appointment, you must first create a family profile. Please note that if you have already created an on-line profile, simply login to the system and skip directly to # 3.

1. Enter **RVS01** as your school specific password.
2. Complete the registration form.
3. Under the section titled “Appointments”, click “Book Now”.
4. For each child that requires an appointment, please select from the drop-down menu whether they are a new student or returning student and click “Verify Availability”
5. Select your desired appointment time and click “Book Now” directly below.

Should you require any assistance during the process, or simply wish to book an appointment by phone, please do not hesitate to contact our customer service department at **1-800-667-7105** (Monday to Friday, 7:00am – 3:00pm MST).

**Sincerely,**  
**TOP MARKS**