



Uniform Fitting Appointment Registration Instructions

PTO – Uniform Fittings



Dear Parent/Caregiver

Our first uniform fittings for our 2025 students will be available from 9.00am on Monday 14 October 2024. Each appointment is 30 minutes long and your student will have the opportunity to try on the formal and sports uniforms to select the correct fit. You will be able to purchase these items and take them with you on the day.

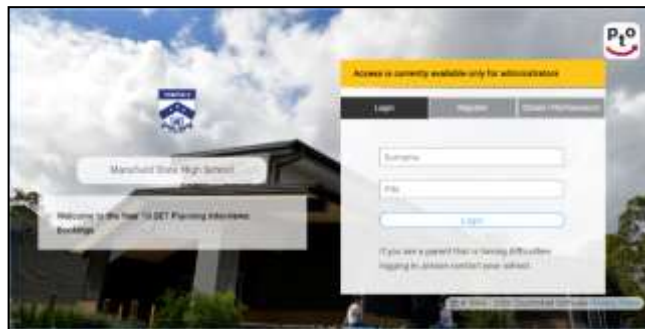
Bookings open at 9.00am on Tuesday 8 October 2024

Due to security and privacy requirements of Education Queensland, we do not have permission to load parent and student names into PTO without first obtaining individual consent. Consent is required for each parent's own information and their student's information to be stored for use in PTO parent/teacher interview bookings. PTO obtains this consent as a part of the log in process.

Please follow these steps to log on to PTO:

STEP 1 Go to the school's website www.mansfieldshs.eq.edu.au at the bottom of the screen find the PTO link. Click on "Go to PTO".

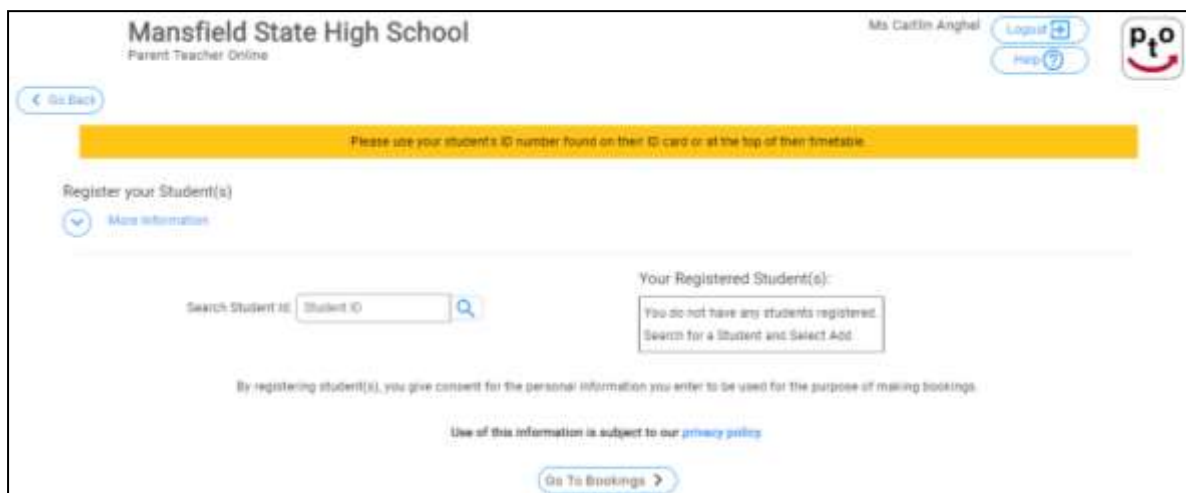
STEP 2 At the PTO login screen, click 'Register for use' and enter your name and email address, then click 'Send registration'. You are now consenting to your information being stored in PTO for use in uniform fitting bookings.



STEP 3 Your login PIN is emailed to the address provided. You may need to check your junk mail folder.

STEP 4 After you have received your login details by email, click 'Log in to PTO' on the PTO login screen and enter your surname and pin.

STEP 5 Enter the Student ID of the student for whom you wish to book the fitting. **This is the 5-digit number found in an email sent from no_reply@mansfieldshs.eq.edu.au** (any problems email info@mansfieldshs.eq.edu.au). Each student requires an individual booking for a fitting. To add additional students, enter their Student ID (no need to redo steps 1 to 4).



STEP 6 Proceed to make the bookings after you have registered your child/children. Select a time and click the green cross to confirm your booking.

STEP 7 After you have made your bookings click on the Download/email bookings button to save a copy of your bookings.

Please note the following points:

- You will only see time slots which are *available* at the time you are using the system.
- When you have made your booking, you can print or email a report of your booking. You can log in and change bookings any time up to 10.00am the day before your booking.**
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot, it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please notify the school office, preferably via email at info@mansfieldshs.eq.edu.au.

