



Uniform Fitting Appointment Registration Instructions PTO – Parent Teacher Online

Dear Parent/Caregiver

Our first uniform fittings for our 2026 students will be available from 1.30pm on Monday 13 October 2025. 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 Thursday 9 October 2025

Due to the 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 part of the login process.

Please follow these steps to log on to PTO:

Step 1 Go to the school's website www.mansfieldshs.eq.edu.au and scroll to the bottom of the screen to find the PTO link. Click on **"Go to PTO."**

Step 2 At the PTO login screen, click **'Register'** and enter your details, then click **'Send Registration Email'**. You are now consenting to your information being stored in PTO for use in interview bookings.

Step 3 Your login details will be emailed to the address you provided. Please check your junk or spam folder if you do not receive it shortly.


Step 4 Follow the instructions in the email to log in to PTO.



The screenshot shows the PTO registration form. At the top, there are three tabs: 'Login', 'Register' (which is highlighted with a blue box), and 'Obtain Password'. Below the tabs, there are four input fields: 'Title (optional) e.g. Mr/Mrs', 'First Name', 'Surname', and 'Email Address'. Below these fields is a blue button labeled 'Send Registration Email'. At the bottom of the form, there is a small text block that reads: 'By registering to use Booked, you give consent for the personal information you enter being used for the purpose of interview bookings. Use of this information is subject to our [privacy policy](#).'

Step 5 Upon logging in, you will be asked to enter your mobile phone number and email. Once this is completed, you will be able to enter the Student ID of your child – 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). Once entered, click **Search/Check** and then **Add**. You can repeat this process for any other children. Please enter your child's name and click save so the teacher can efficiently identify your child.

Step 6 After you have entered the Student ID, proceed to make your bookings.

Desktop - Select a time and click the green plus sign  to make your booking. Once a booking is made, it will turn green and appear in the booked section.

App – Swipe right on the teacher and select a time. Once a booking is made, it will appear in the booked section.

Step 7 You can log in and change your booking anytime up to 12.00pm the day before your booking. Bookings can be viewed at any time. If you're on a desktop, you will be able to click on 'Download/Email Bookings' to generate a report of your scheduled interviews.

Please note the following points:

- Other parents may be making bookings while you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot, it will not be available, and a message will be displayed to indicate this.
- If you experience any difficulties using PTO, please contact the school office, preferably via email at info@mansfieldshs.eq.edu.au.



- 1 Administration/Student Services
- 2 S Block
- 3 Science Centre
- 4 M Block
- 5 Assembly Hall
- 6 F Block
- 7 F Block Terraces
- 8 Resource Centre
- 9 P Block
- 10 Bottom Oval
- 11 Sports Centre
- 12 Cricket Nets
- 13 Basketball Courts
- 14 JB Block
- 15 JA Block
- 16 NB Block
- 17 NA Block
- 18 KA05
- 19 KA03/04
- 20 SA Block
- 21 I Block
- 22 E Block
- 23 Top Oval
- 24 C Block
- 25 G Block
- 26 H Block
- 27 K Block
- 28 J Block
- 29 B Block
- 30 A Block

Uniform Shop