



Music Placement Auditions Registration Instructions

PTO – Parent Teacher Online



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.

PTO bookings open at 9am Monday 4 November

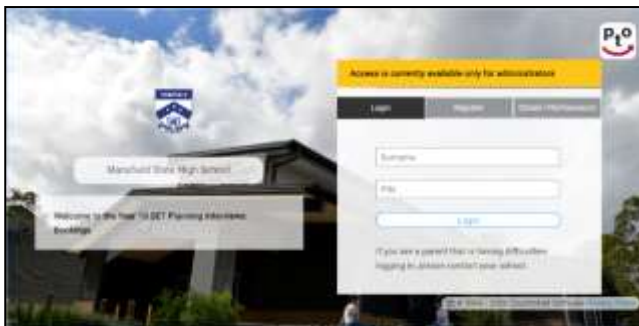
PTO bookings close at 9am Monday 18 November

Please follow these steps to log on to PTO:

Note if you have already created a login for PTO for a uniform try on skip steps 1 to 3.

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".

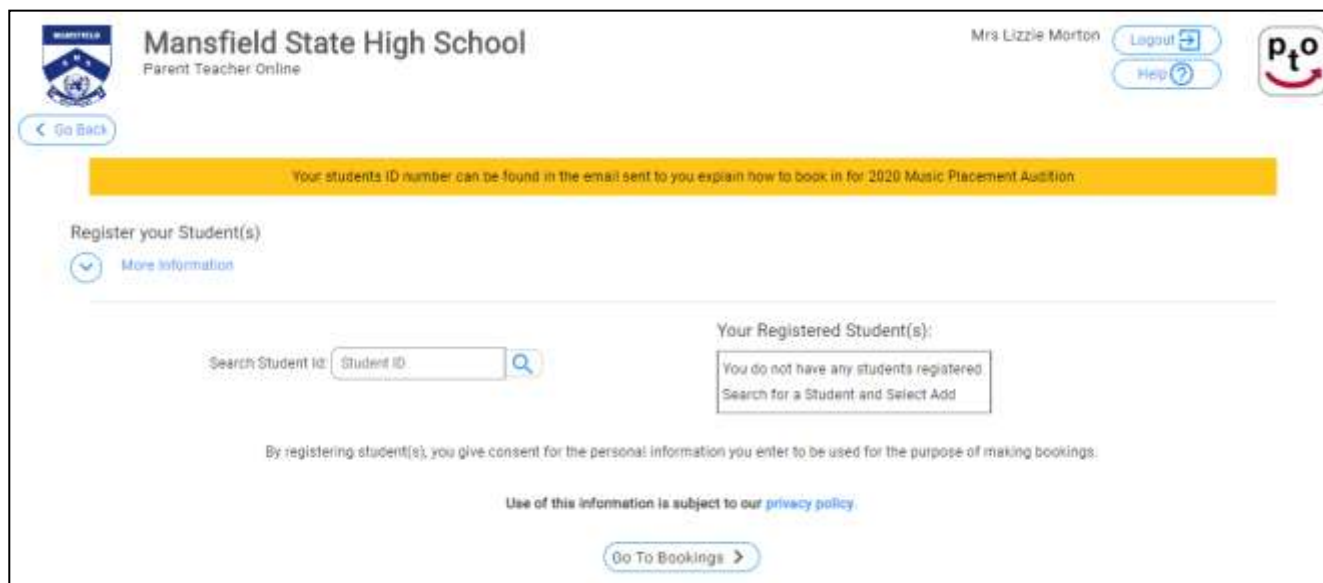
STEP 2 At the PTO login screen, click 'Register for use' and enter your name and email address, then click 'Send registration'. You are now consenting to your information being stored in PTO for use in music audition bookings.



STEP 3 Your login PIN will be 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 PTO booking ID number of the student for whom you wish to book auditions. **This is the 4-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 an audition. To add additional students, enter their PTO booking ID (no need to redo steps 1 to 4).



STEP 6 Proceed to make the bookings after you have registered your children. **The auditions are organised by Instrument Category and you need to choose an audition date based on this schedule.** Select a time and click the green plus sign to make your booking.

STEP 7 After you have made your bookings click on the Download/email bookings button to save a copy of your bookings. Log out of PTO to ensure bookings have been finalised. **If you do not log out, the booking will not save and will delete.**

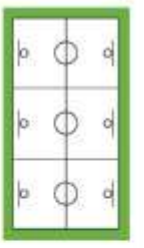
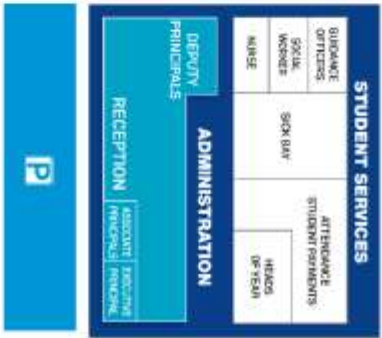
Please note the following points:

- You will only see time slots which are *available* at the time you are using the system. When time slots become booked for an audition, those timeslots are no longer displayed as available. PTO prevents double-booking of timeslots.
- 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 9am Monday 18 November.**
- 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.

HAM ROAD

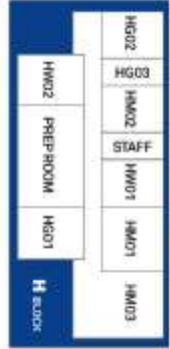
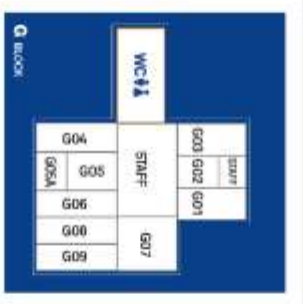
DROP OFF ZONE

2023 Music Placement Auditions



- GROUND LEVEL
- FIRST LEVEL
- SECOND LEVEL
- CARPARK
- SHADE STRUCTURES
- LIFTS
- TOILETS
- BIKE RACKS

BROADWATER ROAD



MANSFIELD
STATE HIGH SCHOOL
Quality Learning in a Great Environment

