

Music Placement Auditions

Registration Instructions

PTO – Parent Teacher Online

Dear Parent/Caregiver

The music placement auditions for our 2026 students will be held on Thursday 27 November, Friday 28 November and Monday 1 December 2025. Each audition is 7 minutes long. You may book a separate audition time for each instrument category for which they are auditioning. Students will perform a piece of their own choice that best shows their ability, and asked to do a piece of sight reading and a few scales.

Bookings open at 9.00am Monday 10 November 2025

Bookings close at 9am Monday 24 November 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.

Note: If you have already created a login for PTO for a uniform booking, you can skip steps 1-3.

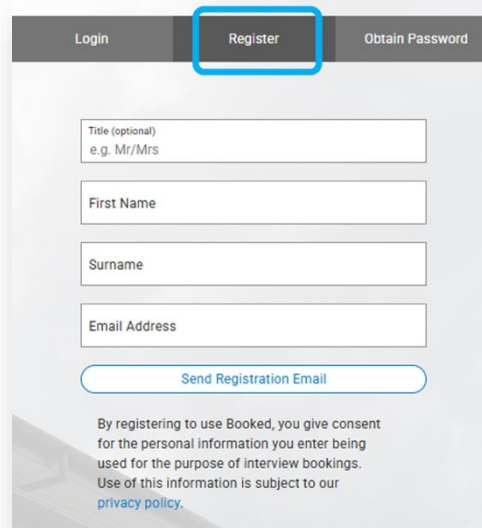
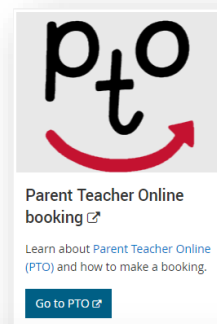
Please follow these steps to log on to PTO:

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.



Login Register Obtain Password

Title (optional)
e.g. Mr/Mrs

First Name

Surname

Email Address

Send Registration Email

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 4-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 9am Monday 24 November. 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