

AMEB Qld – ENROLMENT GUIDE FOR PARENTS

This enrolment guide has been created for teachers who provide their AMEB Qld Enroller ID numbers to parents to enrol their children. Please complete the details in the table below for your enrolling parents.

The teacher will receive the examination schedule and candidate slips as the owner of the enroller ID number. The parents will receive the tax invoice and purchase confirmation as the payer of the exam fee.

Please refer to the [AMEB Qld Enrollers' Handbook](#) for sessions, subjects names, codes and schedule of fees.

Enroller ID	Candidate Name	Candidate No.	Session No.	Centre	Subject	Code	Grade	Price
Eg. 23415	Jo Smith	Eg. 123456	Eg. 8 or 9	Eg. Townsville	Violin Comprehensive New Syllabus	5211	Grade 2	\$114.00

Enrolling in the AMEB Qld Shop

- Go to <https://shop.ameb.qld.edu.au/shop/>
- Register (or log in if you have registered before) and select 'parent' in your registration
- Click 'Examinations'
- Under 'Browse Exams 1. Choose from EXAM', **click 'Music'**. (For Video Exams Click 'Music Video Repertoire')
- Under '2. Choose from Music' scrolling down, choose required syllabus e.g., Piano for Leisure (Repertoire)
- Under '3 Choose region e.g., Northern and Peninsula
- Choose a session number and click on syllabus name, grade and code from the options displayed
- Enter your teacher's enrolment ID number (XXXX) and your teacher's name will appear. Click 'Confirm' then click 'Save'. A new screen will appear.
- Enter the candidate's candidate number in 'Supply Candidate Number' if your child has sat an AMEB exam before. The candidate number can be found on any AMEB certificate or report. Please note – if this is their first music exam but they have sat a Speech and Drama exam with AMEB Qld before, the same candidate number is to be used. If your child has not sat an AMEB Qld practical exam before please click 'Enter the candidate details for the selected exam' and complete the fields as directed.
- Select Centre - Choose 'TOWNSVILLE' from the drop-down menu
- Add any dates to avoid e.g. 'This student will not be available on (list dates) due to school commitments/work/transport issues/overseas etc.,
- Add any individual needs – must be followed up with medical documentation emailed to AMEB Qld
- Advise any special requests, e.g., Group candidates together due to accompanist
- Click 'Add item to cart' - [Check enrolment details!](#)
- View Shopping cart by clicking on 'here'.
- Shopping Cart Review – Check the mandatory fields – Review Purchase – [Make any amendments now.](#)
- Go to Payment Gateway ("Shared Services Queensland" – SSQ) – Check again in 'Review Purchase'. Arrow back to the AMEB Qld Shop to make any amendments prior to payment
- Complete payment

