

# My TSO app & Digital Wallet Companion Guide

The Toronto Symphony Orchestra has adopted mobile tickets as the default ticket delivery option to reduce paper waste and minimize the environmental impact of traditional printed tickets.

**Please note:** Only ticket orders with the "Mobile App" delivery method may be accessed through the My TSO App or TSO Digital Wallet. To review your selected delivery method, please review your confirmation email or <u>contact Patron Services</u> to confirm or change your delivery method for your order.

**The My TSO app** is your free-to-download digital and mobile pass to the TSO, offering easy and eco-friendly ticket management. With just a few taps of your fingertips, you can store your ticket(s) in your digital wallet, share them with friends, purchase new tickets, and update your account—all from your mobile device!

The new TSO Digital wallet makes accessing your TSO tickets easier than ever—no app required. The TSO Digital Ticket Wallet allows you to view, save, and share your ticket(s) directly from your smartphone. It's a simple, eco-friendly way to keep your ticket(s) handy, buy new ones, and update your account details—all in one convenient place. You can access the TSO Digital Wallet on your smartphone by visiting <a href="MyTickets.TSO.CA">MyTickets.TSO.CA</a>.

# My TSO app Features

- Mobile Ticket Access: Quickly access and store all your TSO concert tickets at both Roy
  Thomson Hall and George Weston Recital Hall (new as of the 2025/26 season!) in your
  mobile or digital wallet for seamless entry.
- Easy Ticket Purchases: Buy tickets to upcoming performances directly through the app.
- **Ticket Sharing:** Easily share tickets with your concert companions, who can then save their tickets to their mobile or digital wallet for easy access.
- Order History: View your past ticket purchases and manage your concert attendance.
- **Support Your TSO:** Support your orchestra's initiatives and programs with a charitable donation—no gift is too small! It's easy to give, and you may be eligible for donor benefits.
- Account Management: Update your account information and preferences on the go.
- Subscriber Benefits: Access your TSO Subscriber Recognition Card for exclusive perks.

#### Download the app (free for iPhone and Android)





# My TSO app & Digital Wallet Companion Guide

Welcome to the My TSO & Digital Wallet guide! This document will help you maximize your mobile ticketing experience. Follow along to discover all the features and tips to enhance your connection to the music and community you love.

Logging In, Account & Account Management	3
How to log in	3
How do I update my account?	3
How do I update my interests?	4
How do I adjust my push notification settings on the My TSO app?	4
My Tickets	5
How do I access my tickets?	5
Why do the QR codes appear 3 hours before the concert?	5
Once I access my mobile tickets, can I print them?	5
What if I forget my phone at home, or my battery dies, and I can't access my tickets?	6
How do I add my mobile tickets to my phone or mobile device's wallet?	6
How do I remove my ticket(s) from my mobile wallet?	7
How do I share my mobile ticket(s)?	7
Why does the person I share the ticket(s) with need their own account?	8
How do I know that my guest has accepted the ticket that I shared?	8
How do I get back a ticket that I shared?	8
How do I accept mobile ticket(s) that someone has shared with me?	
I lost the email/text for my transferred tickets. What should I do?	
Can I share, exchange, donate, or return a digital ticket that has been shared with me?	
Adding the Digital Wallet Icon to your smartphone's Home Screen	9
Subscriber Recognition Card	10
How do I access the exclusive discounts and offers available to 2025/26 subscribers at least aurants and attractions?	
How do I access my digital 2025/26 Subscriber Recognition Card in the app?	
Purchasing Ticket(s)	
How do I buy ticket(s)?	
Exchanging or Donating My Ticket(s) - Visit TSO.CA/Exchanges for more information.	
Making a Donation	
Can I donate to the TSO using the My TSO app?	
Frequently Asked Questions	
Can I still receive physical ticket(s) or choose an alternative ticket delivery method?	
Can I have both physical tickets and mobile tickets for the same order?	
I purchased multiple tickets. Can I share with a friend or family member?	
Will all of my ticket(s) be available in the app or digital wallet?	
I am a TSO subscriber. How will I access my coat check vouchers?	
I am a TSO subscriber. How will I access my subscriber discount card?	
What if I forget my phone at home, or my battery dies, and I can't access my ticket(s)?	
If I exchange ticket(s) I've saved to my wallet, will they automatically update?	
I am not technologically savvy, and I need help	14

# **Logging In, Account & Account Management**

# How to log in

## My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on My Account.
- 3. If you have an existing TSO account, please log in with the same email and password you used to purchase tickets on TSO.CA. You must use this account to access your tickets and other features.
  - If you don't have an account, please register for one by visiting TSO.CA/Login.
  - If you forget your login, tap 'Forgot Login' and enter your email. You
    will then receive an email with instructions on how to retrieve your
    account information. Once you have completed this step, return to
    the My TSO app and log in using your email address and password.
- 4. The home screen should now display a welcome message with your name.
- 5. Ensure you are logged in every time you use the app to access your tickets and other features.

# Digital wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click Next.
- 3. Enter your password.
  - If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- Click "Request An Access Code via Email".
- Check your email for the access code.
- Enter the 6-digit access code to log in.
- 4. Click Next

#### How do I update my account?

# My TSO app:

- 1. Click on the **≡** main menu in the upper left-hand corner.
- 2. Click on "My Account" and then select "Account Info".
- 3. Please update your information as applicable and press "UPDATE". This will update your TSO account when you log in from other devices.

#### Digital wallet:

- 1. Click on the three vertical dots in the bottom right-hand corner.
- 2. From the new menu, select "My Account".
- 3. You will now be directed to log in to your account on TSO.CA
- 4. Once logged in, click on "Account Info".
- 5. Update your account information and then click "Save Changes".

#### How do I update my interests?

## My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on "My Account" and then select "Interests".
- 3. Use the toggles to indicate your email interests.

# Digital wallet:

- 1. Click on the three vertical dots in the bottom right-hand corner.
- 2. From the new menu, select "My Account."
- 3. You will now be directed to log in to your account on TSO.CA
- 4. Once logged in, click on "Email Interests".
- 5. Update your interests and then click "Save Changes".

# How do I adjust my push notification settings on the My TSO app?

When you first download the My TSO, you will be prompted to opt in to receive push notifications. A push notification is a message that appears on your mobile device, similar to a text message or mobile alert. This feature is free. The TSO occasionally sends push notifications to alert you to ticket on-sales, special offers, or important information.

You may opt out of push notifications at any time by:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Go to Settings, then Notifications. Swipe the slider to the left to opt out. You may be prompted to access your device's settings and turn off notifications for the My TSO app.

#### My Tickets

**Please note:** Only orders with the delivery method of "Mobile App" may be accessed in the My TSO App or TSO Digital Wallet. To update your delivery method, <u>please contact Patron Services for assistance.</u>

# How do I access my tickets?

# My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on "My Account" and then select "My Tickets".
- 3. Click on the performance for which you wish to view your tickets.
- 4. Your ticket(s) will be available immediately upon purchase or exchange and can be saved to your mobile wallet\* for easy access. The barcode will appear three hours before your concert date and time.

If you cannot see your event ticket barcode within three hours of your performance, please contact:

Patron Services:

416.598.3375, Monday to Friday, 9:30 AM to 5:00 PM Roy Thomson Hall Box Office:

416.593.1285, starting three hours before the concert start time for assistance.

Meridian Arts Centre Box Office (George Weston Recital Hall): 416.366.7723, starting two hours before the concert start time for assistance.

#### Digital wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click "Next".
- 3. Enter your password.
  - If you have forgotten your password, click "Reset Your Password".

Or

- Click "Request An Access Code via Email".
- Check your email for the access code.
- Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Click on the performance for which you wish to view your tickets.

# Why do the QR codes appear 3 hours before the concert?

Our refreshing QR code appears three (3) hours before concert time to deter fraudulent ticket sales.

#### Once I access my mobile tickets, can I print them?

No, to deter fraudulent ticket sales, the TSO uses a refreshing QR code which frequently changes. Printouts of digital tickets, screenshots, or tickets without a QR code will not be accepted.

What if I forget my phone at home, or my battery dies, and I can't access my tickets?

We are here for you. Please visit the box office with your photo ID starting 3 hours before the concert; the staff will be happy to assist you.

How do I add my mobile tickets to my phone or mobile device's wallet?

# My TSO app:

- 1. Click on the **≡** main menu in the upper left-hand corner, and then on "My Account" and then "My Tickets," OR, from the main screen under "My Tickets," you can select the performance you wish to add.
- 2. Click Add to Apple Wallet\* in the centre of the ticket. Repeat this process until each ticket has been added to your wallet.
- 3. Your ticket(s) should now be viewable in your mobile wallet.

# Digital wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click "Next".
- 3. Enter your password.
  - If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- Click "Request An Access Code via Email".
- Check your email for the access code.
- Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Click on the performance you wish to save to your mobile wallet.
- 6. Scroll to the bottom of the page and click "Add to Apple Wallet\*". If you have multiple tickets, you will have to add each one to your wallet.

#### \*Android Devices:

Saving tickets to your Android Wallet is expected for the end of the year (2025); however, Android users can save the Digital Wallet Icon to their homepage by:

- Log in to your TSO Digital Wallet at MyTickets.TSO.CA
- Tap the menu (...) icon at the top right of the screen
- Scroll down and select "Add to Home Screen"
- Select "Install"
- Confirm and tap "Add to Home screen"
- Touch the Digital Wallet icon to log in and access your tickets

#### How do I remove my ticket(s) from my mobile wallet?

When you return or exchange a ticket saved on your mobile device's wallet, it will automatically be removed. To verify that it has been removed or to remove it manually, follow the steps below.

- 1. Open the wallet app on your phone.
- 2. Locate the ticket(s) in your wallet.
- 3. Click the three dots in the bottom right-hand corner of the screen.
- 4. Click "Remove Pass".

#### How do I share my mobile ticket(s)?

#### **IMPORTANT:**

We recommend sharing tickets from your smartphone rather than your computer, as this will give you access to your phone's contact list and email addresses.

It is important to note that shared ticket(s) will remain valid in the original purchaser's app and account even after they have been shared. You can also see who you shared the ticket(s) with, resend them, and recall them if needed.

The recipient will receive either a text or an email (based on how you have shared the ticket(s) with them). The recipient will then need to log into their TSO account or create one to accept the ticket(s). Once the recipient accepts the ticket(s), they can save them to their mobile device or digital wallet or share them as needed. The barcode will appear starting three hours before the concert date and time.

# My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner, and then on "My Account" and then "My Tickets," OR, from the main screen under "My Tickets," you can select the performance you wish to share tickets for.
- 2. Your mobile ticket(s) should now be visible.
- 3. Click "Share".
- 4. Enter the recipient's first and last name.
- 5. Select the ticket(s) you wish to transfer to the recipient.
- 6. Review and accept the Terms and Conditions for sharing ticket(s).
- Click "Next".
- Review that the selected concert ticket(s) are correct, then click "Confirm".
- 9. Click "Share With Your Guest".
- 10. You will now be able to share the ticket(s) via email or text.
- 11. You will return to the digital wallet, then click "I'm Done".
- 12. You can see who you shared the ticket with, including the option to share the link with them again or recall the ticket.

#### Digital wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click Next.
- 3. Enter your password.
  - If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- Click "Request An Access Code via Email".
- Check your email for the access code.
- Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Click on the performance you wish to share.
- 6. Click "Share".
- 7. Enter the recipient's first and last name.
- 8. Select the ticket(s) you wish to transfer to the recipient.
- 9. Review and accept the Terms and Conditions for sharing ticket(s).
- 10. Click "Next".
- 11. Review that the selected concert ticket(s) are correct, then click "Confirm".
- 12. Click "Share With Your Guest".
- 13. You will now be able to share the ticket(s) via email or text.
- 14. You will return to the digital wallet, then click "I'm Done".
- 15. You can see who you shared the ticket with, including the option to share the link with them again or recall the ticket.

# Why does the person I share the ticket(s) with need their own account?

Digital tickets are delivered through a secure website. Each user needs a login to access their tickets, including those that have been shared. Shared tickets are not valid until they are accepted.

#### How do I know that my guest has accepted the ticket that I shared?

Once you have shared a digital ticket, you will see one of two statuses:

- Ticket Shared with (Pending) Your Guest's Name
  - Your friend has not accepted the tickets.
  - As the concert approaches, remind your guests to check their email or text and accept the tickets.
  - You may opt to "Share the invite again" or "Get this ticket back"
- Ticket Accepted by Your Guest's Name
  - Success! Your guest has claimed the ticket.
  - If plans have changed, you may also "Get this ticket back".

#### How do I get back a ticket that I shared?

If you are the original recipient of the tickets, you can view any shared ticket in your ticket wallet and select the option to take your ticket back.

#### How do I accept mobile ticket(s) that someone has shared with me?

On a mobile or smartphone (recommended):

- 1. Click the link in the email or text to accept the tickets.
- 2. You will be prompted to "Login or Register to Accept" the tickets.
- 3. Click "Accept Ticket".
- 4. To log in:
  - a. Enter your email address and password associated with your TSO Account. If you have forgotten your password, we recommend visiting <u>TSO.CA/Login</u> to reset it and then logging in.
  - b. Or click "Register for a New Account".
    - i. Enter your contact information and create a password.
    - ii. Read and Agree to the TSO Terms and Conditions.
- 5. You can then choose to "Stay Logged In" (which will keep you logged in for the next 30 days) or "Log In This Time Only".
- 6. Click "Accept Ticket".
- 7. The ticket is now in your digital wallet and can be saved to your mobile wallet.

# I lost the email/text for my transferred tickets. What should I do?

If you cannot locate your tickets, you may ask the sender to resend the invitation. To do so, they will need to log in and click Share This Invite Again. If you don't receive them, ask them to send them in a different format. Tickets can be sent by email and text. If you still cannot locate them and you believe you accepted them by creating an account, contact <a href="Patron Services">Patron Services</a> or visit the Box Office before the concert for assistance.

# Can I share, exchange, donate, or return a digital ticket that has been shared with me?

If you are unable to attend, we encourage you to contact the original ticket holder and inform them, and then select "Return this ticket to sender" to return the ticket to the original patron.

# Adding the Digital Wallet Icon to your smartphone's Home Screen

For quick access, we recommend saving the Digital Wallet to your smartphone's home screen:

#### Apple:

- Log in to your TSO Digital Wallet at MyTickets.TSO.CA
- Tap your browser's share icon.
- This is usually a square icon with an arrow extending up
  - Chrome: Upper right corner of your browser
  - Safari: bottom center of your screen
- Scroll down and select "Add to Home Screen"
- Tap "Add" in the upper right corner
- Tap the venue icon to log in and access your tickets

#### Android:

- Log in to your TSO Digital Wallet at MyTickets.TSO.CA
- Tap the menu (...) icon at the top right of the screen
- Scroll down and select "Add to Home Screen"
- Select "Install"
- Confirm and tap "Add to Home screen"
- Touch the venue icon to log in and access your tickets

# **Subscriber Recognition Card**

Please note: The Subscriber Recognition Card is available in the My TSO App and Digital Wallet (located at the bottom), or you may pick up a physical card from the Patron Services Desk at your next TSO concert.

How do I access the exclusive discounts and offers available to 2025/26 subscribers at local restaurants and attractions?

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on "Subscriber Benefits" and then click the link.
- 3. You may also visit TSO.CA/Perks.

How do I access my digital 2025/26 Subscriber Recognition Card in the app?

# My TSO app:

1. Click on the  $\blacksquare$  main menu in the upper left-hand corner, and then on "My Account" and then "My Tickets," OR, from the main screen under "My Tickets," you can locate the "25/26 Subscriber Card".

#### Digital wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click "Next".
- 3. Enter your password.
  - If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- Click "Request An Access Code via Email".
- Check your email for the access code.
- Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Scroll through the performances and search for "25/26 Subscriber Card".

#### Purchasing Ticket(s)

# How do I buy ticket(s)?

#### My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on "Concerts & Events".
- 3. If you have a promo code, enter it first.
- 4. Scroll and select the concert, then follow the process to purchase your ticket(s).
- 5. Your purchased ticket(s) will be visible under "My Account," then "My Tickets," and can be saved to your wallet immediately. The barcode will appear three hours before your concert date and time.

# Digital Wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click "Next".
- 3. Enter your password.
  - a. If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- b. Click "Request An Access Code via Email".
- c. Check your email for the access code.
- d. Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Click on the three vertical dots in the bottom right-hand corner.
- 6. Click "Concerts & Tickets".
- 7. You will then be directed to <u>TSO.CA</u> to complete the ticket purchase by following the prompts.

# Exchanging or Donating My Ticket(s) - Visit TSO.CA/Exchanges for more information.

To exchange or donate your tickets, you have the following options:

#### • Contact Patron Services:

o By calling 416.598.3375, Monday through Friday, 9:30 AM to 5:00 PM.

#### Online:

- Log in to your TSO Account
- You will be presented with the My Upcoming Events page.
- Next to the concert you wish to return, click "Exchange/Donate Request"
- o <u>To exchange:</u>
  - Select the radio button beside "Exchange My Ticket(s)"
  - In the text field, enter the new performance title, date, and time you wish to attend, and confirm if you have an accessible seating request.
  - Click Submit
  - Your exchange request will be processed within 48 business hours\*

- To donate your tickets for a charitable tax receipt:
  - Select the radio button beside "Donate My Ticket(s)"
  - Click Submit
  - Within one week of your request, you will receive an email with a charitable tax receipt for the full value of your tickets.
- On the evening or weekend of your concert:
  - Please contact the applicable box office for assistance:

■ Roy Thomson Hall:

416.593.1285

■ George Weston Recital Hall (Meridian Arts Centre): 416.366.7723

# **Making a Donation**

Thank you for your interest in supporting the TSO! Following your donation, you will receive an immediate confirmation email regarding your gift to the Toronto Symphony Orchestra. Your tax receipt will be sent by email within two weeks.

# Can I donate to the TSO using the My TSO app?

My TSO app:

- 1. Click on the **=** main menu in the upper left-hand corner.
- 2. Click on "Donate".
- 3. Select the type of donation you would like to make and enter the amount you wish to donate.
- 4. Confirm the name that will be displayed in TSO publications, or if you wish to donate anonymously, and let us know what led you to donate.
- 5. Click "Donate Now".
- 6. Review your shopping cart, click "Checkout", then review and agree to the Terms and Conditions, and click "Complete Order".
- 7. Enter your payment information and click "Submit".

# Digital Wallet:

- 1. Visit MyTickets.TSO.CA.
- 2. Enter your email address and click "Next".
- 3. Enter your password.
  - i. If you have forgotten your password, click "Reset Your Password" and follow the instructions.

Or

- ii. Click "Request An Access Code via Email".
- iii. Check your email for the access code.
- iv. Enter the 6-digit access code to log in.
- 4. Click "Next".
- 5. Click on the three vertical dots in the bottom right-hand corner.
- 6. Click "Donate".
- 7. You will now be taken to <u>TSO.CA</u> to complete the donation by following the prompts.

#### **Frequently Asked Questions**

Can I still receive physical ticket(s) or choose an alternative ticket delivery method?

Yes. When you purchase individual ticket(s) or a subscription online, over the phone, or in person, the default ticket delivery method is "Mobile App". However, you can select an alternative delivery method, such as mail, Box Office Pick-up, or Print at Home ticket(s)\*. If you wish to change your ticket delivery method after making a purchase, please contact <u>Patron Services</u>, and we will be happy to update it for you.

\*Please note that Print at Home will be discontinued in December 2025.

#### Can I have both physical tickets and mobile tickets for the same order?

No. Physical tickets are only available through mail delivery, and mobile tickets are delivered through the My TSO app or Digital Wallet. To access tickets on your mobile device, the order must be set to mobile delivery. If you initially selected mail and later want to use mobile tickets, please contact Patron Services to update your delivery method.

# I purchased multiple tickets. Can I share with a friend or family member?

Yes, you may easily share tickets with a friend or family member via the My TSO app or Digital Wallet from your smartphone. For more information, see <a href="How do I share my mobile tickets?">How do I share my mobile tickets?</a>

TSOUNDCHECK members, please contact <u>Patron Services</u> for assistance.

#### Will all of my ticket(s) be available in the app or digital wallet?

As of the 2025/26 season, if you have selected "Mobile App" as your delivery method, all your tickets will be available in the TSO App and Digital Wallet for TSO concerts at Roy Thomson Hall and George Weston Recital Hall.

#### I am a TSO subscriber. How will I access my coat check vouchers?

The barcode on your ticket will provide entry for your TSO concert and may also be scanned at coat check to receive your complimentary coat check. This applies to physical (paper), Print at Home, and digital tickets.

#### I am a TSO subscriber. How will I access my subscriber discount card?

Good news! Your Subscriber Recognition Card is now available digitally through the My TSO app and Digital Wallet. If you choose to receive your tickets by mail, you'll still receive one physical Subscriber Recognition Card along with your subscription tickets. Additional physical subscriber recognition cards can be picked up at the Patron Services Desk during your first 2025/26 concert.

For more information, see <u>How do I access my digital 2025/26 Subscriber</u> Recognition Card in the app?

# What if I forget my phone at home, or my battery dies, and I can't access my ticket(s)?

We are here for you! Please visit the Box Office with your photo ID; we will be happy to assist you. The Box Office is open 3 hours before the concert starts.

# If I exchange ticket(s) I've saved to my wallet, will they automatically update?

When you exchange or return ticket(s) saved in your mobile wallet, the ticket(s) will not be updated; however, they will be automatically removed, allowing you to save the new concert ticket(s) to your mobile wallet.

#### I am not technologically savvy, and I need help.

We're here for you! While we're not tech experts, our friendly Patron Services Representatives are happy to guide you to the best of their ability or direct you to other resources for further assistance. Please call us at 416.598.3375, visit our Patron Services Centre on the 5th floor of 145 Wellington St W, or see us in person at your next TSO concert.