

WardWalk Guide: Core Leadership Quick Start Guide

Step-by-step support for campaign users

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Best for	Core Leadership users
Guide number	02.2
Keywords	core leadership, leadership team, progress, coverage, follow-ups, exports, action lists

Who This Guide Is For

This guide is for core leadership users who need to complete this WardWalk task.

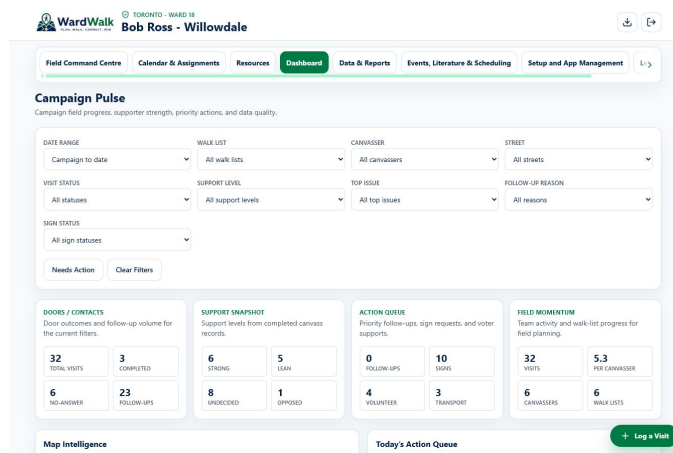
Explains how Core Leadership users can review progress and coordinate campaign activity.

What You Will Learn

- Core Leadership dashboard overview
- Review campaign progress
- Review coverage
- View follow-ups
- Use exports and action lists
- Use campaign documents

Before You Begin

- Use the email address approved for your campaign.
- Use a current browser and a stable internet connection.
- Open the WardWalk app link provided in your setup or invitation email.



Example WardWalk screen. Your campaign view may differ based on role and setup.

Step-By-Step Instructions

1. Core Leadership dashboard overview

Core Leadership users usually have volunteer tools plus progress review, action lists, exports, documents, calendar, and coordination tools.

2. Review campaign progress

Use the dashboard, filters, map, and report areas to review campaign progress. Check filters before assuming records are missing.

3. Review coverage

Use the dashboard, filters, map, and report areas to review campaign progress. Check filters before assuming records are missing.

4. View follow-ups

Use Follow-up Needed when someone should call, return, review an issue, deliver a sign, or complete another campaign action.

5. Use exports and action lists

Open Data & Reports, choose the action list or export type, apply any filters, download the CSV, and store it securely.

6. Use campaign documents

Upload only approved campaign materials. Choose the correct visibility before saving so the right roles can access the document.

7. Support volunteers

Follow the on-screen WardWalk controls for support volunteers. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

8. Data handling reminder

Follow the on-screen WardWalk controls for data handling reminder. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

Privacy reminder

WardWalk may contain sensitive campaign, voter-list, resident, volunteer, and private campaign information. Do not share screenshots, exports, voter-list files, resident notes, or private campaign materials unless authorized by your campaign.

Common Issues

- Refresh or reopen WardWalk if the screen looks stale.
- Confirm you are using the correct campaign email.
- Contact support if the issue repeats after checking your role and connection.

Related Guides

- 01.1 - Accept Your Invitation (wardwalk-01-accept-your-invitation.pdf)
- 01.2 - Sign In for the First Time (wardwalk-01-sign-in-first-time.pdf)
- 01.3 - Install WardWalk on iPhone or Android (wardwalk-01-install-on-phone.pdf)
- 01.4 - Understand Your User Access (wardwalk-01-understand-user-access.pdf)

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Still Need Help?

Visit www.wardwalk.ca/support or contact WardWalk Support through the Contact Us form. Please do not include sensitive voter-list data, resident notes, private campaign files, or exported data unless requested by WardWalk through an approved process.