

WardWalk Guide: Track Sign Requests

Step-by-step support for campaign users

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Best for	Core Leadership and Admin users
Guide number	07.1
Keywords	sign, sign request, lawn sign, sign status, sign list

Who This Guide Is For

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

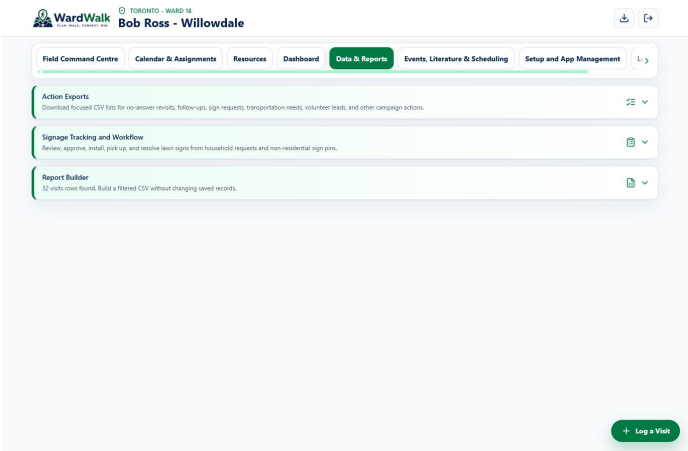
Explains how to record and review sign requests.

What You Will Learn

- What a sign request is
- Record a new sign request
- Review sign status
- Update sign status
- Export sign lists

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. What a sign request is

Record sign interest from the visit form or signage workflow, then update the status as requested, approved, installed, missing, damaged, or resolved.

2. Record a new sign request

Record sign interest from the visit form or signage workflow, then update the status as requested, approved, installed, missing, damaged, or resolved.

3. Review sign status

Record sign interest from the visit form or signage workflow, then update the status as requested, approved, installed, missing, damaged, or resolved.

4. Update sign status

Record sign interest from the visit form or signage workflow, then update the status as requested, approved, installed, missing, damaged, or resolved.

5. Export sign lists

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

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.