

# WardWalk Guide: Volunteer Calendar and Schedule

Step-by-step support for campaign users

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|              |                                                                     |
|--------------|---------------------------------------------------------------------|
| Best for     | Volunteer users                                                     |
| Guide number | 05.5                                                                |
| Keywords     | volunteer, calendar, schedule, assignments, canvass, shifts, events |

## Who This Guide Is For

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

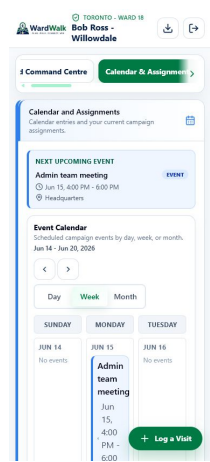
Explains how volunteers can review campaign calendar items, assigned shifts, canvasses, events, and schedule details before heading into the field.

## What You Will Learn

- Open Calendar and Assignments
- Review upcoming items
- Check assigned canvasses or shifts
- Open an event or assignment
- Use date and status filters
- Confirm changes with your campaign lead

## 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. Open Calendar and Assignments

Open Calendar and Assignments from WardWalk. On a phone, use the navigation controls to find your schedule, assigned canvasses, events, or shifts.

### 2. Review upcoming items

Review upcoming calendar items before each canvass day. Check the date, time, location, description, and any instructions from the campaign.

### 3. Check assigned canvasses or shifts

Look for assignments connected to your name, team, route, or role. If you do not see an expected assignment, confirm with your campaign lead before assuming it was cancelled.

### 4. Open an event or assignment

Open the item to see the full details. Review any location, timing, walk-list, meeting, or preparation instructions before you leave.

### 5. Use date and status filters

If the schedule looks empty or incomplete, check the date range, status, and role filters. Clear filters if you are not sure what is active.

### 6. Confirm changes with your campaign lead

For schedule changes, cancellations, or conflicts, update your campaign lead through the campaign's normal communication channel. Do not rely only on seeing or not seeing an item in WardWalk.

### 7. Keep schedule details private

Treat campaign schedules, canvass locations, volunteer assignments, and internal event details as campaign information. Share them only with authorized campaign team members.

#### 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

- Event or assignment missing: check filters, dates, visibility, and role access.
- Inventory count looks wrong: confirm recent visit logs, drops, commitments, and manual adjustments.
- Assigned user cannot see the item: confirm their role and whether they have active campaign access.

## Related Guides

- 05.1 - Open a Walk List (wardwalk-05-open-walk-list.pdf)
- 05.2 - Search for a Voter or Address (wardwalk-05-search-voter-address.pdf)
- 05.3 - Log a Visit (wardwalk-05-log-a-visit.pdf)
- 05.4 - Mark No Answer or Follow-Up (wardwalk-05-no-answer-follow-up.pdf)

## Last Updated

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## Still Need Help?

Visit [www.wardwalk.ca/support](http://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.