

WardWalk Guide: Schedule Campaign Assignments

Step-by-step support for campaign users

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Best for	Admins and Core Leadership users
Guide number	11.5
Keywords	scheduling, assignments, calendar, teams, canvasses, shifts

Who This Guide Is For

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

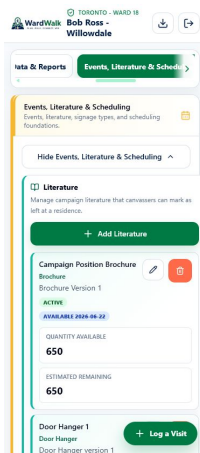
Explains how to create, assign, review, and update campaign schedule assignments for canvasses, shifts, meetings, and related work.

What You Will Learn

- Open campaign scheduling
- Create a campaign assignment
- Assign users or teams
- Set date time and location
- Review team schedule
- Update or cancel an assignment

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.
- Confirm the campaign has approved the event, material, inventory, or assignment information before saving it.



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

Step-By-Step Instructions

1. Open campaign scheduling

Use scheduling for canvasses, shifts, meetings, training, literature drops, sign delivery, and other work that needs an owner, time, or location.

2. Create a campaign assignment

Use scheduling for canvasses, shifts, meetings, training, literature drops, sign delivery, and other work that needs an owner, time, or location.

3. Assign users or teams

Assign the user, team, or role responsible for the work. Confirm the assigned people are active WardWalk users when the assignment depends on app access.

4. Set date time and location

Enter the date, time, location, and instructions clearly. Include enough detail that a user can understand what to do without seeing private notes they do not need.

5. Review team schedule

Review the team schedule before canvass days and major events. Check filters, dates, and roles if an assignment does not appear.

6. Update or cancel an assignment

Open the assignment, make the change, and save. If timing or ownership changes, confirm the update with the affected user or team.

7. Confirm changes with the team

For time-sensitive work, confirm the change through the campaign's normal communication channel as well as updating WardWalk.

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

- 11.1 - Events, Literature & Scheduling Overview ([wardwalk-11-events-literature-scheduling-overview.pdf](#))
- 11.2 - Create and Manage Campaign Events ([wardwalk-11-create-manage-campaign-events.pdf](#))
- 11.3 - Track Literature Inventory ([wardwalk-11-track-literature-inventory.pdf](#))
- 11.4 - Manage Signage Types and Inventory ([wardwalk-11-manage-signage-types-inventory.pdf](#))

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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.