

WardWalk Guide: Map Voter-List Fields

Step-by-step support for campaign users

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Best for	Admin users
Guide number	04.3
Keywords	map fields, field mapping, columns, voter fields, address fields, name fields

Who This Guide Is For

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

Explains how to match spreadsheet columns to WardWalk fields.

What You Will Learn

- What field mapping means
- Required fields
- Optional fields
- Match name fields
- Match address fields
- Review mapping

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 your campaign has approved the data, document, or export you are about to use.

Step-By-Step Instructions

1. What field mapping means

Match each spreadsheet column to the correct WardWalk field. Pay special attention to street number, street name, city/town, province, and postal code.

2. Required fields

Prepare name and address columns clearly. At minimum, the import should contain enough address information to match residences reliably.

3. Optional fields

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

4. Match name fields

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

5. Match address fields

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

6. Review mapping

Match each spreadsheet column to the correct WardWalk field. Pay special attention to street number, street name, city/town, province, and postal code.

7. Save mapping

Match each spreadsheet column to the correct WardWalk field. Pay special attention to street number, street name, city/town, province, and postal code.

8. Common field mapping issues

Match each spreadsheet column to the correct WardWalk field. Pay special attention to street number, street name, city/town, province, and postal code.

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

- Upload fails: confirm the file type and remove unnecessary formatting.
- Bad preview: stop and fix the source file before importing.
- Limit reached: confirm the campaign package supports the record count.
- Map appears stale: refresh or reopen the PWA.
- Address location looks wrong: check the address and report persistent issues.

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)

Last Updated

June 2026

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.