

WardWalk Guide: Log a Visit

Step-by-step support for campaign users

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Best for	All users
Guide number	05.3
Keywords	log visit, record visit, canvassing, door knock, visit result, save visit

Who This Guide Is For

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

Explains how to record a canvassing visit.

What You Will Learn

- Open the voter or address record
- Start a new visit
- Choose visit result
- Add notes
- Record support level, if used
- Save the visit

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 the voter or address record

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

2. Start a new visit

Open Log a Visit, confirm the address, complete the relevant visit fields, and save. The visit should appear on the map or recent activity after saving.

3. Choose visit result

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

4. Add notes

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

5. Record support level, if used

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

6. Save the visit

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

7. Confirm the visit appears correctly

Follow the on-screen WardWalk controls for confirm the visit appears correctly. 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

- Visit will not save: check required fields and internet connection.
- Wrong address: search again and confirm city/town before saving.
- Duplicate warning: review prior visits before adding another record.

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.