

WardWalk Guide: Prepare Your Voter-List File

Step-by-step support for campaign users

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Best for	Admin users
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Keywords	voter list, CSV, Excel, prepare file, authorized data, required fields

Who This Guide Is For

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

Explains how to prepare a voter-list CSV or Excel file before upload.

What You Will Learn

- Use only authorized voter-list data
- Accepted file types
- Recommended columns
- Required fields
- Clean address data
- Remove unnecessary columns

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. Use only authorized voter-list data

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

2. Accepted file types

Use CSV or Excel files that your campaign is authorized to use. Keep a clean backup copy of the original source file.

3. Recommended columns

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

4. Required fields

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

5. Clean address data

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

6. Remove unnecessary columns

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

7. Do not email voter-list files through general support

Follow the on-screen WardWalk controls for do not email voter-list files through general support. 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

- 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.

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.