

WardWalk Guide: Upload Voter-List Data

Step-by-step support for campaign users

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Best for	Admin users
Guide number	04.2
Keywords	upload voter list, import voter data, CSV upload, Excel upload, admin

Who This Guide Is For

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

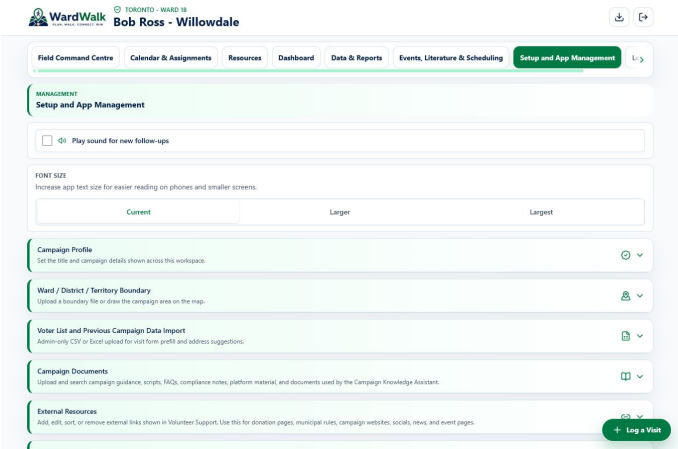
Explains how an Admin User uploads voter-list data.

What You Will Learn

- Who can upload voter-list data
- Open the voter import tool
- Select file
- Upload file
- Review upload preview
- Continue to field 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.



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

Step-By-Step Instructions

1. Who can upload voter-list data

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

2. Open the voter import tool

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

3. Select file

Open the Voter List Import area as Admin, choose the file, upload it, and wait for the preview before continuing.

4. Upload file

Open the Voter List Import area as Admin, choose the file, upload it, and wait for the preview before continuing.

5. Review upload preview

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

6. Continue to field 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. Common upload errors

Follow the on-screen WardWalk controls for common upload errors. 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.