

WardWalk Guide: Create and Manage Campaign Events

Step-by-step support for campaign users

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Best for	Admins and Core Leadership users
Guide number	11.2
Keywords	events, calendar, visibility, role access, campaign coordination

Who This Guide Is For

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

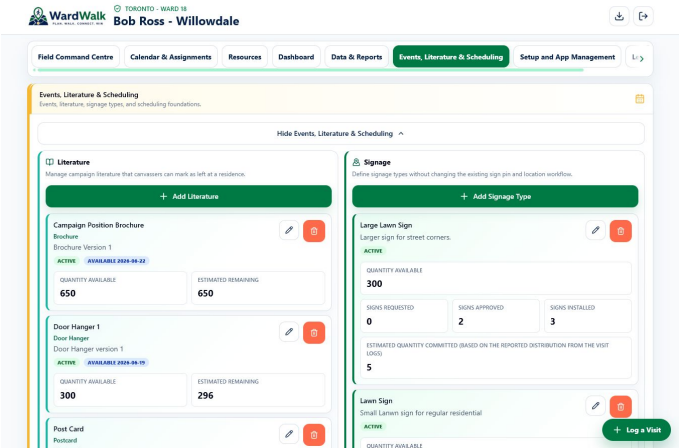
Explains how to add, review, update, or cancel campaign events that should appear in the campaign calendar or coordination view.

What You Will Learn

- Open Events, Literature & Scheduling
- Create a campaign event
- Add event details
- Choose visibility and role access
- Save and review the event
- Update or cancel an event

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 Events, Literature & Scheduling

Open Events, Literature & Scheduling from the main navigation. Admin and Core Leadership users can use this area to coordinate events, inventory, assignments, and related campaign work.

2. Create a campaign event

Use campaign events for canvasses, meetings, fundraisers, training sessions, deadlines, and other campaign dates the team needs to coordinate.

3. Add event details

Enter a clear title, date, time, location, description, and any instructions the team needs before attending or preparing for the event.

4. Choose visibility and role access

Choose visibility based on who needs to see the event. Keep internal strategy or leadership-only details restricted to the appropriate roles.

5. Save and review the event

Save the event, then review the calendar or event list to confirm the date, time, location, and visibility look correct.

6. Update or cancel an event

Open the existing event, make the change, and save. If an event is cancelled, update the record and notify affected users through the campaign's normal communication channel.

7. Notify the team outside WardWalk if needed

WardWalk helps keep the event record organized, but urgent changes should also be communicated directly through the campaign's chosen messaging process.

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)
- 11.3 - Track Literature Inventory (wardwalk-11-track-literature-inventory.pdf)
- 11.4 - Manage Signage Types and Inventory (wardwalk-11-manage-signage-types-inventory.pdf)
- 11.5 - Schedule Campaign Assignments (wardwalk-11-schedule-campaign-assignments.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.