

WardWalk Guide: Admin Onboarding Guide

Step-by-step support for campaign users

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Best for	Admin users
Guide number	02.3
Keywords	admin, administrator, onboarding, setup, users, roles, voter list, campaign settings

Who This Guide Is For

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

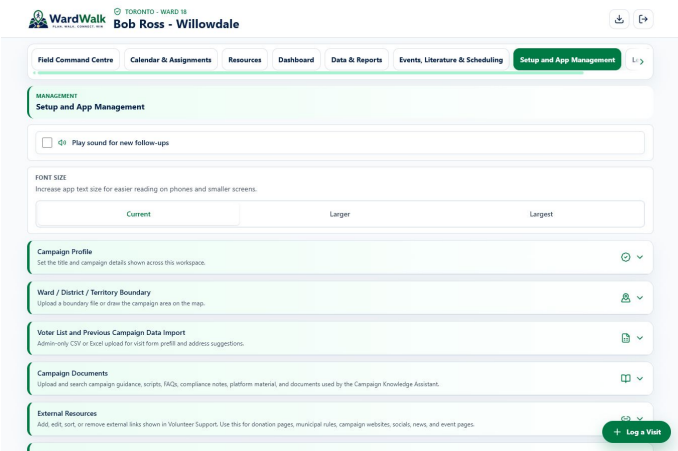
Explains the main setup steps for Admin Users.

What You Will Learn

- Admin dashboard overview
- Confirm campaign settings
- Add users
- Assign roles
- Import voter-list data
- Set up walk lists

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 you have Admin access before managing users or setup items.



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

Step-By-Step Instructions

1. Admin dashboard overview

Use the dashboard, filters, map, and report areas to review campaign progress. Check filters before assuming records are missing.

2. Confirm campaign settings

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

3. Add users

Admins can open Add/Manage Users, enter the person's email and display name, choose a role, and authorize the user.

4. Assign roles

Choose the lowest access level that gives the person the tools they need. Use Admin only for people who truly manage setup, imports, users, or exports.

5. Import voter-list data

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

6. Set up walk lists

Open the walk-list area, choose your assigned list, review remaining streets or addresses, and return to the list after each visit.

7. Upload campaign documents

Upload only approved campaign materials. Choose the correct visibility before saving so the right roles can access the document.

8. Review exports and reports

Open Data & Reports, choose the action list or export type, apply any filters, download the CSV, and store it securely.

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

- Refresh or reopen WardWalk if the screen looks stale.
- Confirm you are using the correct campaign email.
- Contact support if the issue repeats after checking your role and connection.

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.