

WardWalk Guide: Events, Literature & Scheduling Overview

Step-by-step support for campaign users

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Best for	Admins and Core Leadership users
Guide number	11.1
Keywords	events, literature, scheduling, inventory, signage, assignments, team schedule

Who This Guide Is For

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

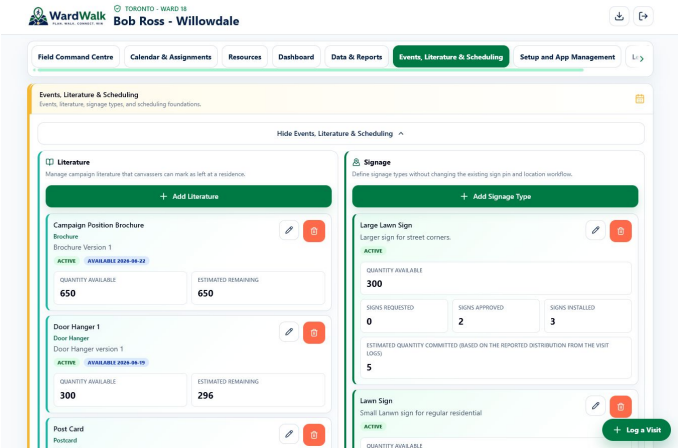
Shows Admin and Core Leadership users how this area supports campaign coordination, events, literature inventory, signage inventory, and schedule assignments.

What You Will Learn

- Who can use this area
- Open Events, Literature & Scheduling
- Understand campaign events
- Understand literature inventory
- Understand signage inventory
- Understand scheduling assignments

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. Who can use this area

Admins usually manage setup and inventory details. Core Leadership users usually review and coordinate events, literature, signage, assignments, and schedules as permitted by the campaign.

2. 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.

3. Understand campaign events

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

4. Understand literature inventory

Use literature inventory to track approved campaign materials, starting quantities, drops recorded through visit logs, and remaining stock estimates.

5. Understand signage inventory

Use signage inventory to define sign types and estimate stock. Visit logs and sign-pin records help track requests, commitments, drops, and standalone sign locations.

6. Understand scheduling assignments

Use scheduling for canvasses, shifts, meetings, training, literature drops, sign delivery, and other work that needs an owner, time, or location.

7. Review team schedule

Review the team schedule before canvass days and major events. Check filters, dates, and roles if an assignment does not appear.

8. Data handling reminder

Keep event notes, assignments, inventory details, volunteer availability, and campaign logistics inside approved campaign channels. Do not include private details unless they are needed for the task.

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

- 11.2 - Create and Manage Campaign Events ([wardwalk-11-create-manage-campaign-events.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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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.