Just -in- Time

Accessing Looker

What is Looker?
Looker is an online tool that service unit volunteers can use to access real time membership information for their service unit.

Who has access to our service unit information in Looker?
Service Unit Managers, Product Program Managers, Secretaries and Recruiters have access to Looker.

How do I access Looker?
Please refer to the Looker Volunteer Guide for information about setting up your account and logging in.

Why is Looker important during the Fall Product Program?
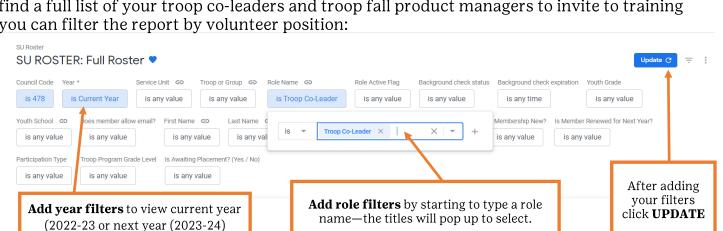Looker empowers you to manage a successful program for your service unit. With the Looker reports available you can find contact information to invite volunteers to trainings, work with troop volunteers to ensure girls are registered and uploaded into the fall product program system, and track new members.

Tech Tip:
'Favorite' this site. Due to confidentiality and security purposes GSUSA has made this site unsearchable through Google and other search engines.

There are the 3 reports you will find useful during the Product Programs:

1. Full Roster

Report showing the full roster of the members in your service unit. You can add filters by membership year, troop number and/or volunteer position. For example if you would like to find a full list of your troop co-leaders and troop fall product managers to invite to training you can filter the report by volunteer position:
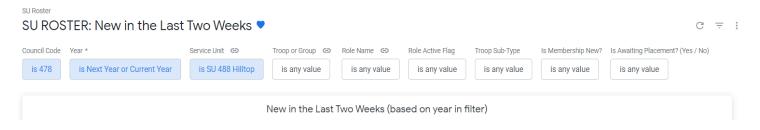

Add year filters to view current year (2022-23 or next year (2023-24)

Add role filters by starting to type a role name—the titles will pop up to select.

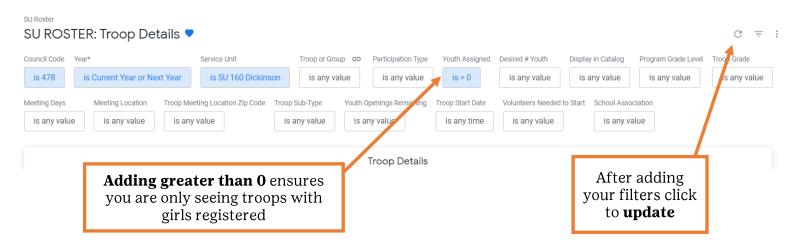After adding your filters click **UPDATE**

2. New in the Last Two Weeks

A roster showing only new members in the last two weeks. You can filter by membership year, troop or volunteer role. You can use this report to find the new girls and troops that have recently joined to help them get started with the fall product program!

SU Roster

SU ROSTER: New in the Last Two Weeks 💙

Council Code	Year *	Service Unit 🔗	Troop or Group 🔗	Role Name 🔗	Role Active Flag	Troop Sub-Type	Is Membership New?	Is Awaiting Placement? (Yes / No)
is 478	is Next Year or Current Year	is SU 488 Hilltop	is any value	is any value	is any value	is any value	is any value	is any value

New in the Last Two Weeks (based on year in filter)

3. Troop Details

Report providing a list of the troops within the service unit with Troop Details such as meeting day, program grade level, and number of girls. This report has many filters, but the main filters you will find useful are Youth Assigned, Program Grade Level, and Troop Grade. You can use this report to verify that troops have been added to the product program management online system.

SU Roster

SU ROSTER: Troop Details 💙

Council Code	Year*	Service Unit	Troop or Group	Participation Type	Youth Assigned	Desired # Youth	Display in Catalog	Program Grade Level	Troop Grade
is 478	is Current Year or Next Year	is SU 160 Dickinson	is any value	is any value	is > 0	is any value	is any value	is any value	is any value

Meeting Days	Meeting Location	Troop Meeting Location Zip Code	Troop Sub-Type	Youth Openings Remaining	Troop Start Date	Volunteers Needed to Start	School Association
is any value	is any value	is any value	is any value	is any value	is any time	is any value	is any value

Troop Details

Adding greater than 0 ensures you are only seeing troops with girls registered

After adding your filters click to **update**

Reminders about your responsibility with this information.

USE RESOURCES WISELY:
You now have access to personal information about girl and adult members only to facilitate management of your service units, so please take great care in managing and sharing this information.

BE RESPONSIBLE:
Personal data should not be downloaded or shared. Distribution of personal information for any reason other than Girl Scout business is prohibited.

RESPECT YOURSELF AND OTHERS:
Your login information is yours only; if you feel that others may need access to this data please reach out to Member Services.