

What is Looker?

Looker is a web-based platform that provides service unit volunteers access to membership information for the troops, volunteers and girls in their area. Looker provides reports with detailed membership information, allowing service unit leadership volunteers to make informed decisions for local events, trainings, and product programs.

Looker can be accessed at girlscouts.looker.com

Service Unit Managers and Product Program Managers have been provided an account in Looker to access their service unit's membership information.

For instructions on how to setup your account please reference the Looker Administrative Volunteer FAQ on our website under [Volunteer/Service Unit Resources](#).

Tech Tip:
You will want to Favorite this site, due to security and confidentiality purposes GSUSA has made this site unsearchable through Google or other search engines.

Why is Looker important during cookies?

As we embark on our Cookie Program, Looker will be a useful tool for Service Unit Cookie Managers. By providing membership information in real time, Looker empowers you to manage a successful cookie program for your service unit by allowing you to invite volunteers to cookie trainings, work with troop volunteers to ensure girls are registered and uploaded into eBudde, and to track new members during the cookie season.

There are the 3 reports you will find useful during the Cookie Program:

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 role. For example if you would like to find a full list of your troop co-leaders and troop cookie coordinators to invite to training you can filter the report by volunteer position:

The screenshot shows the Looker interface for the 'SU ROSTER: Full Roster' report. The 'FILTERS' section is expanded, showing filters for Council Code, Year, Service Unit, Troop or Group, and Position. The Position filter is set to 'Troop Co-Leader' and 'Troop Cookie Sale Coordinator'. Annotations include a box pointing to the Position filter with the text 'Add filters by starting to type the position name—the titles will pop up for' and another box pointing to the 'Run' button with the text 'After adding your filters click RUN'.



Reports Continued:

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 position. You can use this report to find the new girls and troops that have recently joined to help them get started with the cookie program!

The screenshot shows the 'New in the Last Two Weeks' report interface. A callout box with a purple border points to the 'FILTERS' section, which includes fields for Council Code, Year, Service Unit, Troop or Group, and Position. The text in the callout box reads: "You can collapse the filters to better view the information on your screen by clicking the down arrow".

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 Girls Assigned, Program Grade Level, and Troop Grade. You can use this report to verify that troops have been added to eBudde.

The screenshot shows the 'Troop Details' report interface. Three callout boxes with purple borders provide instructions:

- One points to the 'Girls Assigned' filter, which is set to 'is greater than' 0. The text says: "Adding greater than 0 ensures you are only seeing troops with girls registered".
- Another points to the 'Program Grade Level' filter, which has 'Daisy' and 'Brownie' selected. The text says: "Add filters by starting to type the position name—the titles will pop up for you to select."
- A third points to the 'RUN' button in the top right corner. The text says: "After adding your filters click RUN".

Reminders about your responsibility with this information.

- **USE RESOURCES WISELY:** You now have ready access to personal contact 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, and distribution of personal information or addresses 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 contact Member Services at: help@gsdakotahorizons.org or 800-666-2141.

