

**Just  
-in-  
Time**

*Fall Product Manager*

# 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 Coordinators, 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 Fall Product Program:**

## 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 coordinators to invite to training you can filter the report by volunteer position:

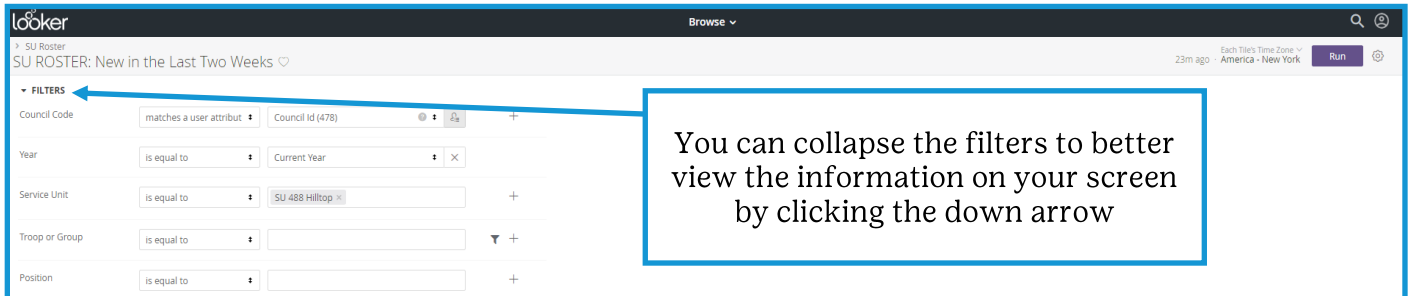
**Add year filters** to view current year (2020-21 or next year 2021-22)

**Add position filters** by starting to type the position name—the titles will pop up to select.

After adding your filters click **RUN**

## 2. New in the Last Two Weeks

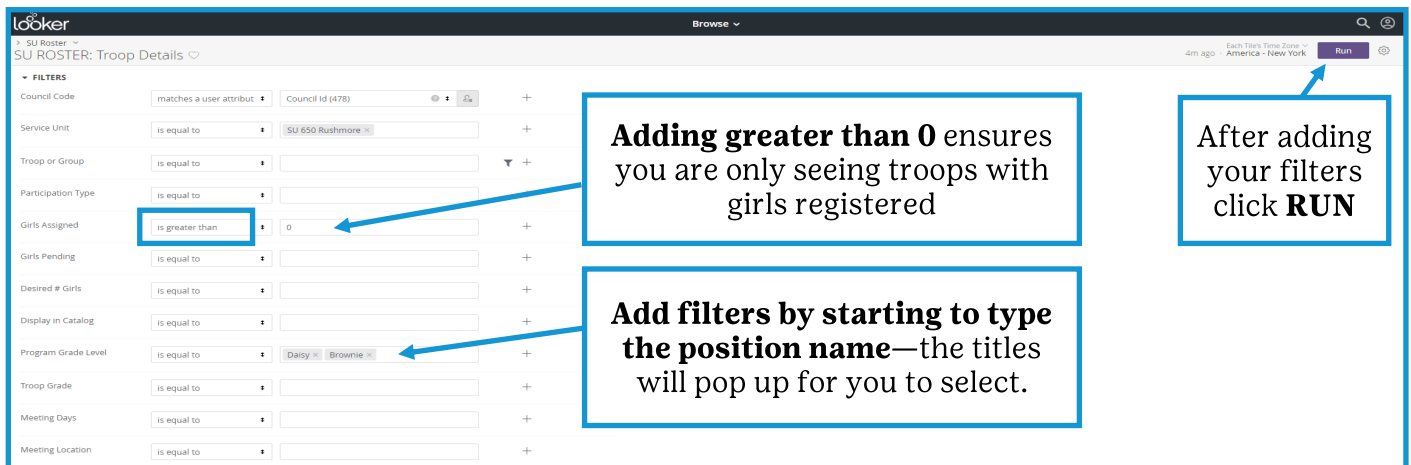
A roster showing only new members in the last two weeks. You can filter by membership year, troop or volunteer position. You can use this report to find the new girls and troops that have recently joined to help them get started with the fall product program!



You can collapse the filters to better view the information on your screen by clicking the down arrow

## 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 Girls 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, M2.



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

After adding your filters click **RUN**

Add filters by starting to type the position name—the titles will pop up for you to select.

**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 us at [volunteer@gsdakotahorizons.org](mailto:volunteer@gsdakotahorizons.org).