Just -in- Time

SU Product Program Managers
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, Recruiters, Event Coordinators, and Volunteer Mentors have access to Looker.

How do I access Looker?
Service unit volunteers will receive an email about Looker access when the role has been reported to council, approved, and activated. Please also refer to the Looker Volunteer Guide for detailed information about setting up your account and available reports.

Why is Looker important during the Fall Product Program?
Looker empowers Fall Product Managers to run a successful fall product program for your service unit. You can find contact information to invite volunteers to training, work with troop volunteers to ensure girls are registered and uploaded into the fall product program system and support new troops and members.
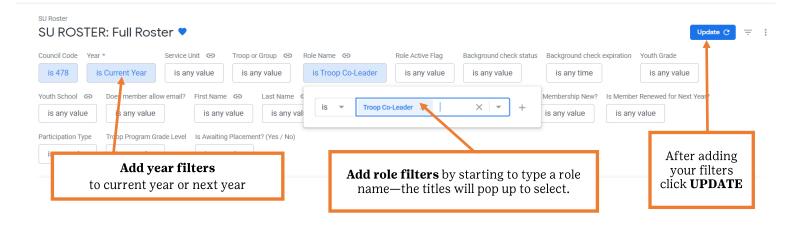
Tech Tip:
'Favorite' this site. Due to confidentiality and security purposes GSUSA has made this site unsearchable through Google and other search engines.

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1. Full Roster
4 Useful Reports During Product Programs (Fall & Cookies):

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:

SU Roster
SU ROSTER: Full Roster 💙   Update ⟳ ≡ ⋮

Council Code	Year *	Service Unit 🔗	Troop or Group 🔗	Role Name 🔗	Role Active Flag	Background check status	Background check expiration	Youth Grade
is 478	is Current Year	is any value	is any value	is Troop Co-Leader	is any value	is any value	is any time	is any value

Youth School 🔗	Does member allow email?	First Name 🔗	Last Name 🔗				Membership New?	Is Member Renewed for Next Year
is any value	is any value	is any value	is any val	is ▾ Troop Co-Leader ✕ ▾ +			is any value	is any value

Participation Type	Troop Program Grade Level	Is Awaiting Placement? (Yes / No)

Add year filters to current year or next year

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 new girl and adult 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 with troop details such as meeting day, program grade level, and number of girls. The 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, M2 and eBudde.

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 time	is any value	

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

Troop Details

After adding your filters click to **update**

4. gsLearn Summary

Report that displays volunteer completion of gsLearn courses for your assigned service unit. This is useful to view volunteer gsLearn course completion to assist and encourage volunteers with completing the Fall Product Program courses. Filter by course title, course completion flag, and/or role name.

SU Roster
SU ROSTER: gsLearn Summary ♡ 🔲

Update ↻

User Council Code	Service Unit 🔗	Troop 🔗	Event Name	Course Title	Course Completion Flag
is 478	is any value	is any value	is any value	is 478 Fall Product Program	is any value

Enter 478 and Program Name

After adding your filters click to **update**

Reminders about your responsibility with 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.

You have access to personal information about girl and adult members only to facilitate management of your service units. Please take great care in managing and sharing any information.