

Just -in- Time

Using Looker Reports *Spring*

What is Looker?

Looker is a web-based platform that provides service unit volunteers access to up to date 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.

Service Unit Managers, Product Program Managers, Recruiters, Secretaries, Event Coordinators, and Volunteer Mentors can access their account in Looker to view their service unit's membership information.

Volunteers can login to their Looker account at girlscouts.looker.com

For instructions on how to setup your account, please reference the [Looker Volunteer Guide](#).

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 reach out to your Troop Engagement Specialist.

Using Looker for Spring Renewal

Using Looker for Spring Renewal and more

During spring renewal, you can view which members have renewed and track progress to goal using Looker. Yet, there is so much more to use Looker for during the spring!

- Spring renewal
- Recognition event
- Bridging ceremony
- Service unit elections
- Summer camps or events
- Planning for next year

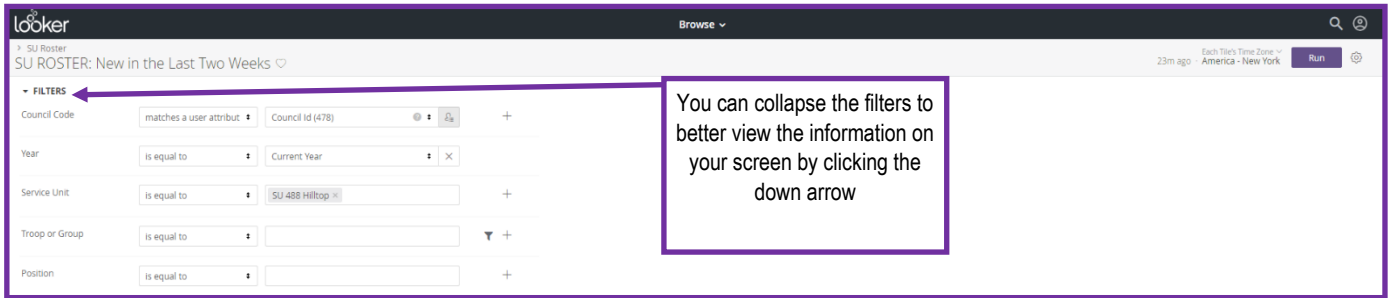
There are four reports available in Looker:

- Full Roster
- Troop Details
- Membership Analysis
- New in the Last Two Weeks

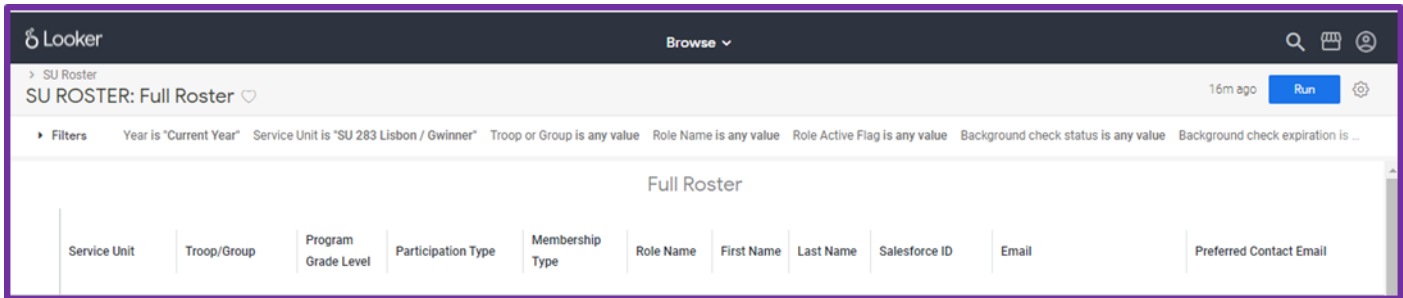
Utilizing the Report Filters

Each report contains filters to allow you to view specific information. When you start typing in the filter field the available filters will pop up so you can choose the filter you need. You can add more than one filter in each field.

Once you add the filters click RUN. Click the down arrow shown in the screenshot below to collapse the filters and view the report.



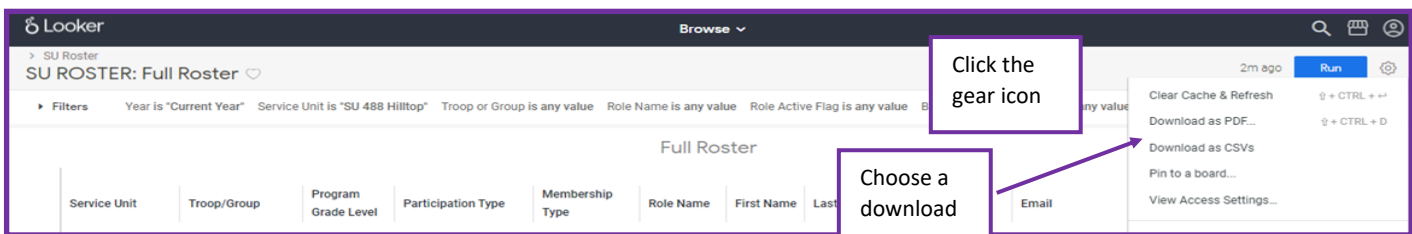
You can also sort information by clicking on any of the column headers.



Download Reports

The most accurate and safe way to view your membership information is in the Looker platform, but there may be times you will need to download a report to utilize the information. **Reports should only be downloaded if necessary.** Please be sure to take great care and be responsible with members' information.

You can download a report as a pdf or CSV Excel file. Click the gear icon and then choose a download option.



Full Roster Report

A full roster of all members within your assigned service unit. Report can be filtered by membership year, troop number, or volunteer position.

The screenshot shows the Looker interface for the 'SU ROSTER: Full Roster' report. The filters section includes: Council Code (matches a user attribut), Council Id (478), Year (is equal to Current Year), Service Unit (is equal to SU 158 Meadow Lark), Troop or Group (is equal to), and Position (is equal to Troop Co-Leader and Troop Cookie Sale Coordinator). Callouts include: 'Add year filters to view current year or next year' pointing to the Year filter, 'Add position filters by starting to type the position name—the titles will pop up to select.' pointing to the Position filter, and 'After adding your filters click RUN' pointing to the Run button.

Use this report to:

- Find all members to invite to your recognition event and summer events and camps
- Find girls by grade level to share grade level specific opportunities (i.e. invite all older girls to PA training)
- Find Independently Registered Girls to invite to participate in SU activities
- Find all adult members to invite to service unit meetings
- Find Graduating Girl Scouts
- Find Lifetime Members
- View girl schools to check for accuracy
- View members' membership renewal and volunteer renewal status
- Note: Lifetime Members need to renew volunteer roles each year
- View troops or members by city

Troop Details Report

Report providing a list of the troops within the service unit with each troop's 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.

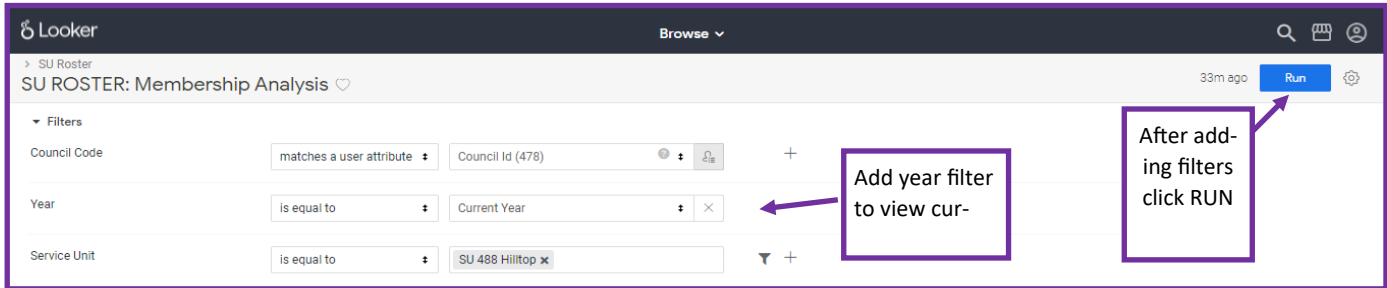
The screenshot shows the Looker interface for the 'SU ROSTER: Troop Details' report. The filters section includes: Council Code (matches a user attribut), Council Id (478), Service Unit (is equal to SU 000 Rushmore), Troop or Group (is equal to), Participation Type (is equal to), Girls Assigned (is greater than 0), Girls Pending (is equal to), Desired # Girls (is equal to), Display in Catalog (is equal to), Program Grade Level (is equal to Daily and Brownie), Troop Grade (is equal to), Meeting Days (is equal to), and Meeting Location (is equal to). Callouts include: 'Adding greater than 0 ensures you are only seeing troops with girls registered' pointing to the Girls Assigned filter, 'Add filters by starting to type the grade level - the titles will pop up for you' pointing to the Program Grade Level filter, and 'After adding your filters' pointing to the Run button.

Use this report to:

- Find Troops who are Bridging to a new level.
- Find Troops who are disbanding ('disbanding' included in troop name on report)
- Review information about each troop to ensure troop meeting times, days, locations, and girl openings remaining is current

Membership Analysis Report

An analysis report showing the total number of active troops and total girl and adult members for the current and previous year. This report also includes graphs to view analysis of total members by type (Adult, Girl, Lifetime Member), total troops, girl members by grade level, and troop volunteers by position.



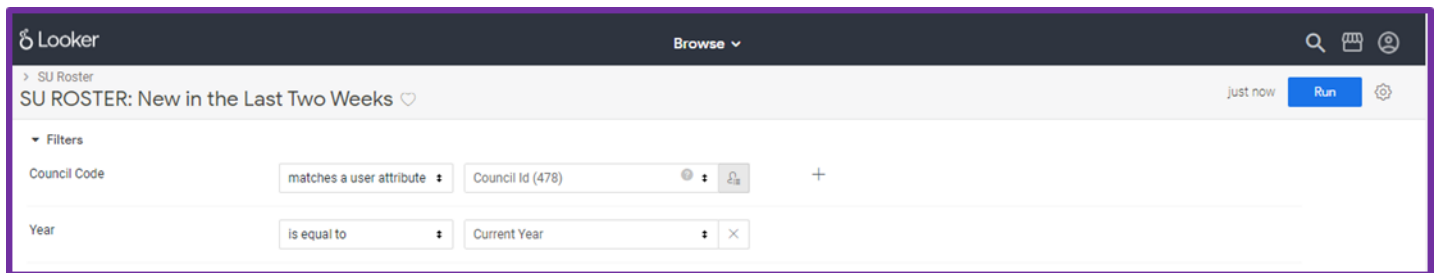
Note: The Girl Scout Membership Year is Oct. 1 – Sep. 30. When Spring Renewal starts on April 1, **last year** will reflect **2022 membership** and **next year** will reflect renewed membership for **2023 membership** year.

Use this report to:

- Compare current year vs last year membership
- Track progress to membership goals in the Service Unit Planning Guide
- View total number of girls and adults
- View total troops and members by grade level for event planning

New in the Last Two Weeks Report

A roster showing members who have registered in the last two weeks. You can filter by membership year, troop or volunteer role.



Use this report to:

- Welcome new members to your service unit
- Pair new troop leaders with experienced leaders to mentor
- Assist council in placing new girls in existing troops

Questions? Contact your Troop Engagement Specialist or Member Services at 1.800.666.2141 or help@gsdakotahorizons.org