

Looker Access Guide for Service Unit Volunteers



Looker Overview

Looker is an online tool that provides current (within one business day) membership and participation information for Girl Scout employees and volunteers to leverage in providing the best possible service and support to our members world-wide.

Service unit volunteers provide support to local Girl Scout members, troops, events or functions, and are provided access to Looker as a means to deliver this support. Service unit volunteers can log in to Looker any time to view data on all current Girl Scout members in their service unit area. New memberships and updates to current membership data sync overnight and will appear in Looker the following day.

Important Notes About Looker Access

Looker provides access to membership data which includes personally identifiable information. We ask that you take great care with this information and respect your fellow members' privacy by not sharing your log-in information or downloading full reports and sharing them with others without local council authorization.

Below are a few reminders about your responsibility with this information.

- This personally identifiable information may not be shared with community partners, vendors or other organizations outside of Girl Scouting.
- **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 in your service unit may need access to this data please reach out to Member Services.

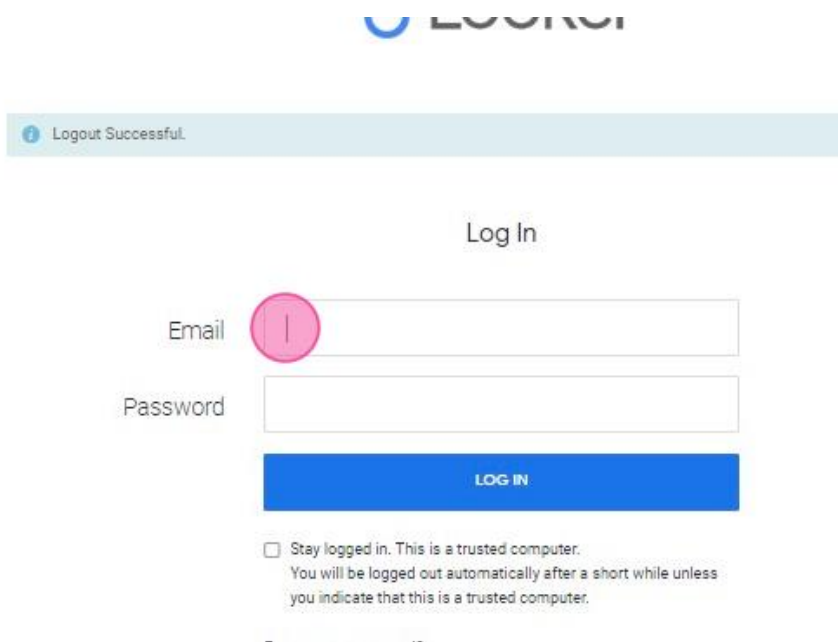
Service unit volunteers will receive an email about Looker access when the role has been reported to council, approved, and activated. Utilize the same email address that is used to log on to your MYGS account to log into Looker. Once you've established your Looker account and password, please don't share it with others.

Available Reports

Report Title	Report Description	Uses
FULL ROSTER	A full roster of all members within your assigned service unit. Can be filtered by membership year, troop number, program grade level, or volunteer role. Contains individual contact information and communication preferences.	Useful to view all members in your service unit including members in troops, individually registered girls, and Lifetime members.
MEMBERSHIP ANALYSIS	An analysis report showing number of active troops and total girl and adult members for the current and previous year.	Useful to compare year over year membership totals by girl, adult and active troops.
TROOP DETAILS	A view of troops within the service unit including each troop's grade level(s), meeting information, current number of girls and openings available. Can also be used to view individual troop rosters.	Useful to view the troops in your service unit, meeting dates and locations, and number of girl openings in each troop.
NEW IN THE LAST TWO WEEKS	A roster showing new members who joined in the last 2 weeks. Can be filtered by membership year, troop, or volunteer role.	Useful to view new girl and adult members who have joined your service unit in the last two weeks.

How to set up your account in Looker

1. Navigate to <https://girlscouts.looker.com/login>
2. Type your email address. Please use the same email that is used to login in to your MyGS account.



Logout Successful

LOOKER

Log In

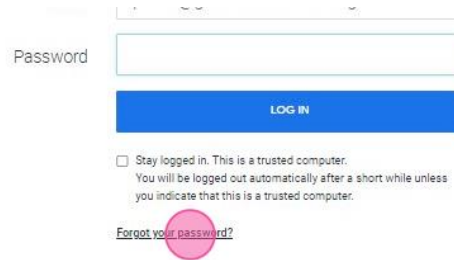
Email

Password

LOG IN

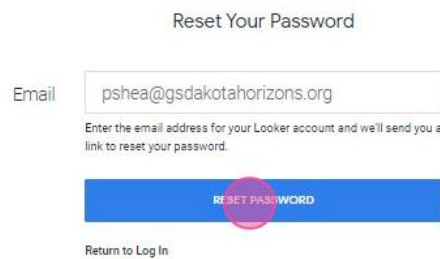
Stay logged in. This is a trusted computer. You will be logged out automatically after a short while unless you indicate that this is a trusted computer.

3. Click "Forgot your password?"



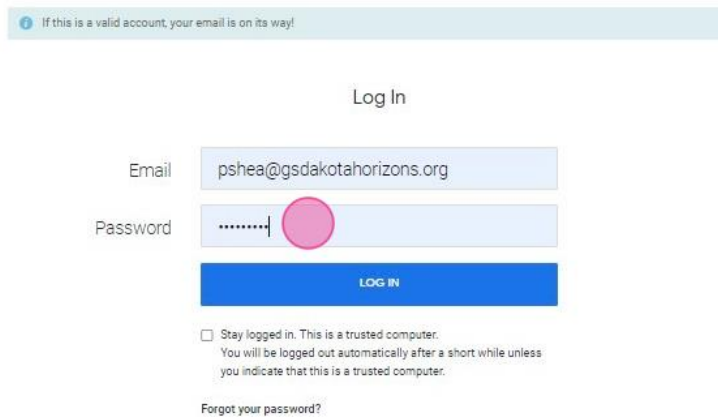
A screenshot of a login form. At the top, there is a partially visible text input field. Below it is a "Password" label followed by a white password input field. Underneath the password field is a blue button with the text "LOG IN". Below the button is a checkbox labeled "Stay logged in. This is a trusted computer. You will be logged out automatically after a short while unless you indicate that this is a trusted computer." At the bottom of the form, the text "Forgot your password?" is highlighted with a pink circle.

4. Click "Reset Password."



A screenshot of a "Reset Your Password" form. The title "Reset Your Password" is centered at the top. Below it is an "Email" label followed by a white input field containing the email address "pshea@gsdakotahorizons.org". Below the input field is the text "Enter the email address for your Looker account and we'll send you a link to reset your password." Below this text is a blue button with the text "RESET PASSWORD" highlighted by a pink circle. At the bottom left of the form is a link that says "Return to Log In".

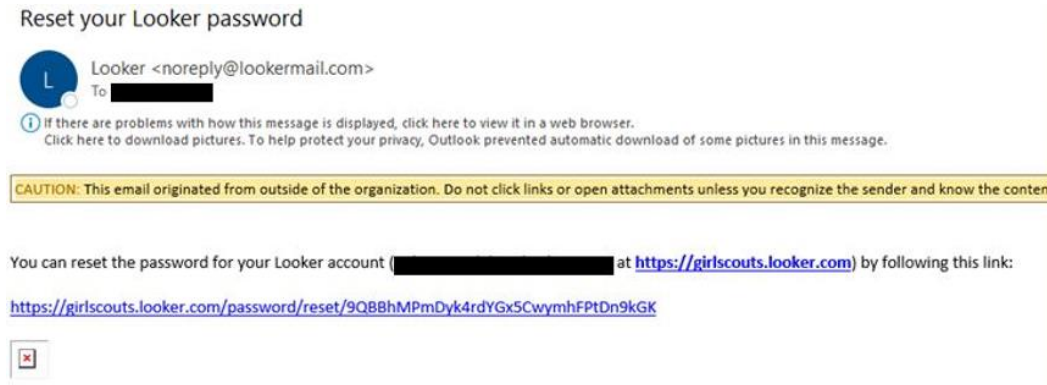
5. See the following screen and then go to your email inbox.



A screenshot of a login form. At the top, there is a light blue banner with a question mark icon and the text "If this is a valid account, your email is on its way!". Below the banner is the title "Log In". Underneath is an "Email" label followed by a white input field containing "pshea@gsdakotahorizons.org". Below the email field is a "Password" label followed by a white password input field with masked characters "....." and a pink circle highlighting the end of the field. Below the password field is a blue button with the text "LOG IN". Below the button is a checkbox labeled "Stay logged in. This is a trusted computer. You will be logged out automatically after a short while unless you indicate that this is a trusted computer." At the bottom of the form, the text "Forgot your password?" is highlighted with a pink circle.

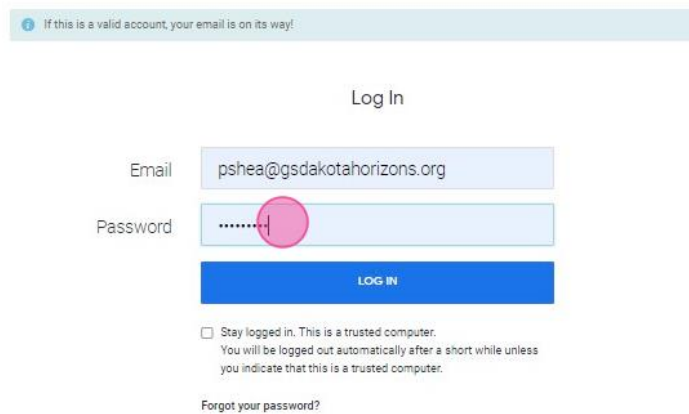
6. Find an email from noreply@lookermail.com (check your SPAM/JUNK folders.)

7. Click on the link in the email.



8. Set up your first name, last name, and password.

9. Click the "Password" field and enter your new password.



10. Click "Log In."

Log In

Email

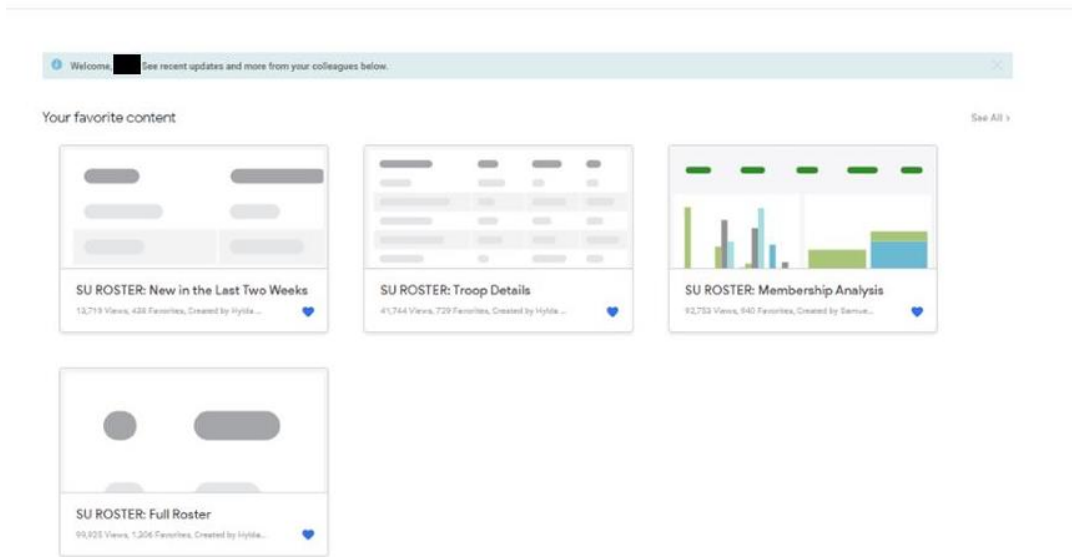
Password

LOG IN

Stay logged in. This is a trusted computer.
You will be logged out automatically after a short while unless you indicate that this is a trusted computer.

[Forgot your password?](#)

11. You will see this 'Home' page from where you can navigate to several dashboards. In the future, you can login to Looker at any time by navigating to girlscouts.looker.com.



Navigating through the 4 Basic Looker Dashboards

There are four reports available to you to view and utilize for your service unit management.

Report Title	Report Description	Uses
FULL ROSTER	A full roster of all members within your assigned service unit. Can be filtered by membership year, troop number, program grade level, or volunteer role. Contains individual contact information and communication preferences.	Useful to view all members in your service unit including members in troops, individually registered girls, and Lifetime members.
MEMBERSHIP ANALYSIS	An analysis report showing number of active troops and total girl and adult members for the current and previous year.	Useful to view year over year membership totals by girl, adult and active troops.
TROOP DETAILS	A view of troops within the service unit including each troop's grade level(s), meeting information, current number of girls and openings available.	Useful to view the troops in your service unit, meeting dates and locations, and number of girl openings in each troop.
NEW IN THE LAST TWO WEEKS	A roster showing new members who joined in the last 2 weeks. Can be filtered by membership year, troop, or volunteer role.	Useful to view new girl and adult members who have joined your service unit.

How to Use Report Filters

Dashboards can be filtered by membership year, troop, program grade level, volunteer role, etc.

Determining Which Year Filter to Use

The Girl Scout Membership Year is October 1 - September 30

From April 1 through September 30, reports show the Current Year and Next Year.

- Current Year shows information from the membership year in which Girl Scouts are actively participating.
- Next Year shows information for renewed and new members for the upcoming membership year. April 1 is when spring renewal opens and current members can renew membership.

From October 1 through March 31, reports show Last Year and Current Year.

- Last Year shows the information from the previous membership year that ended on September 30.
- Current Year shows information from the membership year in which Girl Scouts are actively participating.

1. To apply filters, click on the box under the filter title.

Ill Roster ♥ 🔍

Service Unit ↕ Troop or Group ↕ Role Name ↕ Role Active Flag Background check status Back

Year is SU 488 Hilltop is any value is any value any value is any value it

Membership New? Is Member Renewed for Next Year? Participation Type Troop Program Grade Level Is Awaiting Placement? (Yes / No)

any value any value is any value is any value any value

2. Filter choices will appear.

Ill Roster ♥ 🔍

Service Unit ↕ Troop or Group ↕ Role Name ↕ Role Active Flag Background check status Background che

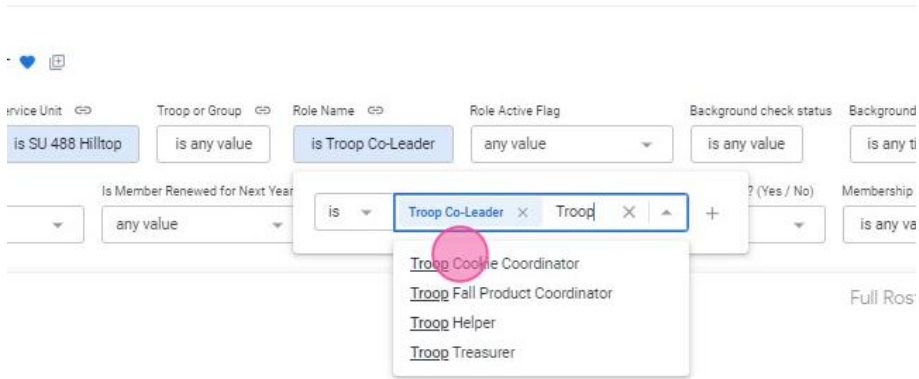
is SU 488 Hilltop is any value is any value any value is any value is any time

Membership New? Is Member Renewed for Next Year? Role Name is Troop + ? (Yes / No) Member: is an

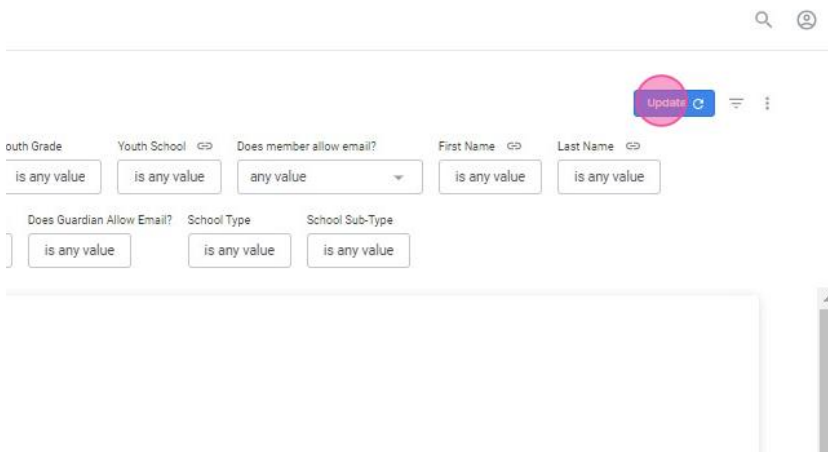
Troop
Troop Co-Leader
Troop Cookie Coordinator
Troop Fall Product Coordinator
Troop Helper
Troop Treasurer

Full R

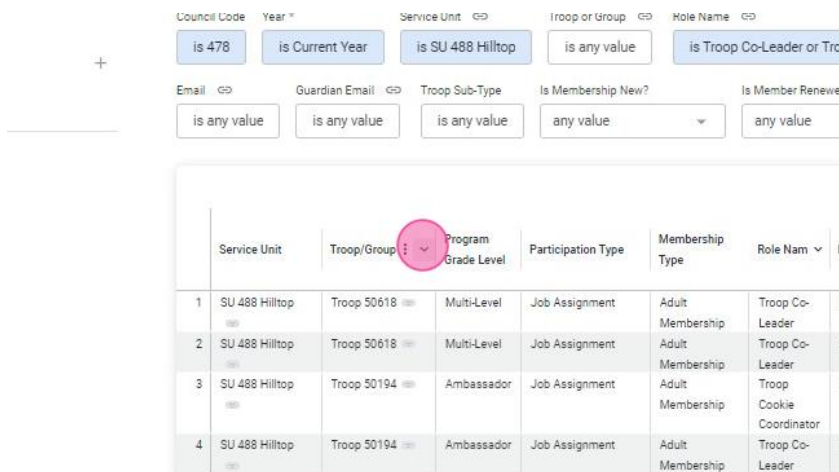
3. Click on the filter(s) you would like to use. You can choose more than one in each category.



4. Click "Update" to filter the report.

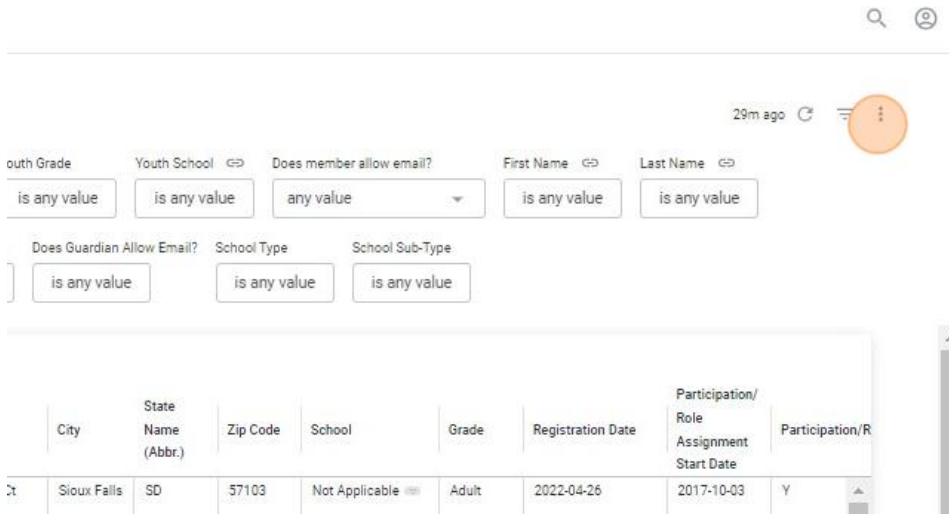


5. You can further sort the information by clicking the small arrow to the right of the category title.

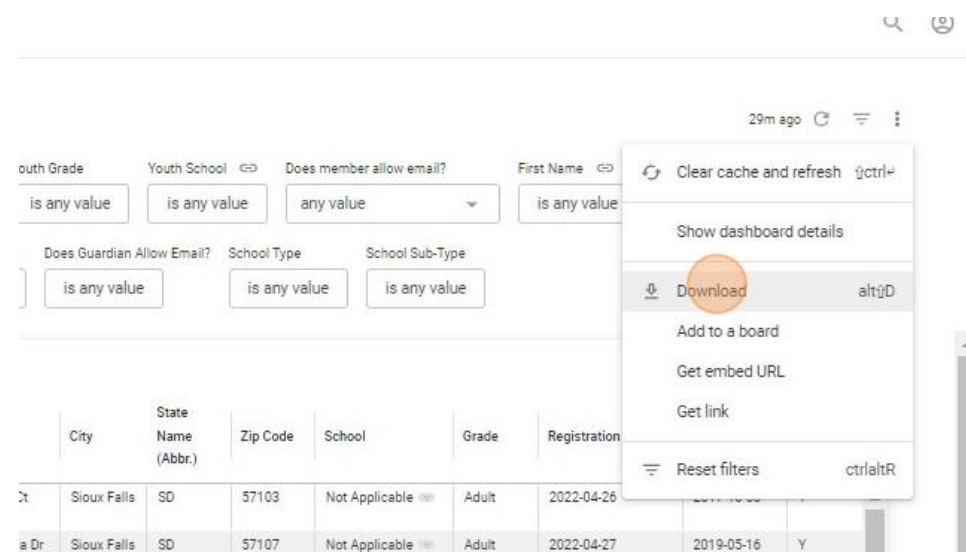


How to Download a Dashboard from Looker

1. Click the three small dots on the upper right side of the screen to open the Dashboard Actions menu.



2. Click "Download"



3. Choose CSV or PDF format, then click "Download"
 - CSV (Comma Separated Values) file is a plain text file that stores data by delimiting data entries with commas. CSVs can be opened in text editors, spreadsheet programs like Excel, or other specialized applications.

IMPORTANT NOTES

Reports contain personally identifiable information.

Take great care and respect your fellow members' privacy when downloading reports.

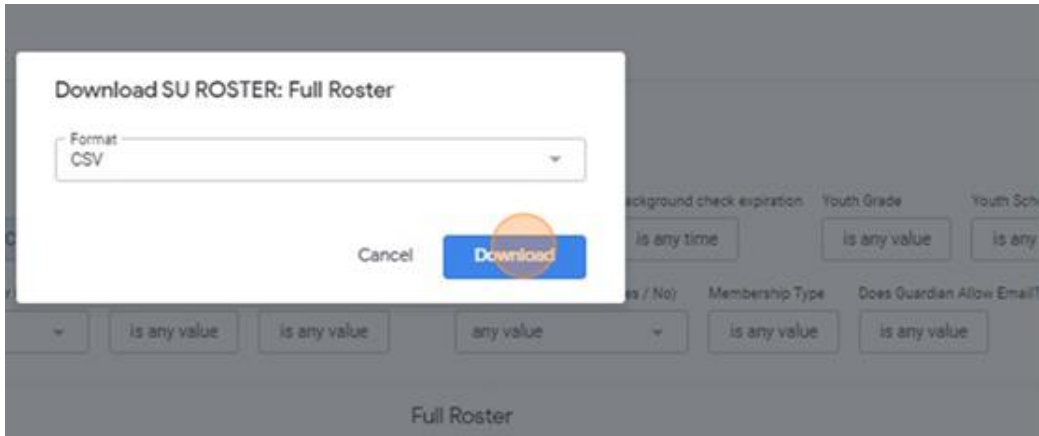
Only download when necessary.

Don't save files in unsecure places on your computer and delete downloaded files after use.

Information downloaded from Looker can become out of date quickly as membership changes.

Information in Looker is current as of the prior business day.

- PDF (Portable Document Format) is a versatile file format created by Adobe that provides an easy, reliable way to present and exchange documents - regardless of the software, hardware, or operating systems being used by anyone who views the document.

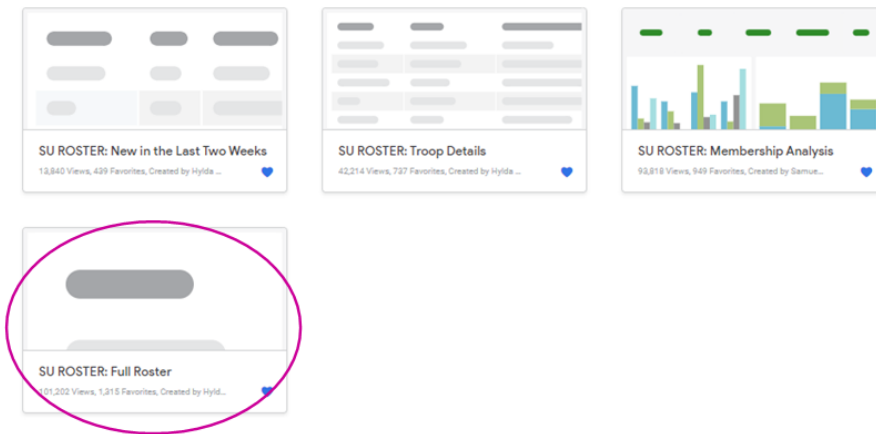


SU Roster: Full Roster

A full roster of all members within your assigned service unit. Can be filtered by membership year, troop number, program grade level, or volunteer role. Contains individual contact information and communication preferences. Useful to view all members in your service unit including members in troops, individually registered girls, and Lifetime members.

How to run the Full Roster report

1. Click "SU ROSTER: Full Roster"



2. Click on the "Year" filter and choose the Year to view.

The screenshot shows the 'SU ROSTER: Full Roster' report interface. The filters are: Council Code (is 478), Year (is Current Year), Service Unit (is SU 203 Grand Trails), Troop or Group (is any value), and Role Name (is any value). The 'Year' filter is highlighted with a pink circle, and a dropdown menu is open showing 'Current Year' and 'Next Year' options. Below the filters is a table with the following data:

	Service Unit	Troop/Group	Program Grade Level	Participation Type	Membership Type
1	GSDH Awaiting Placement	Welcome to Girl Scouts - West SD	Multi-Level	Job Assignment	Adult Membership

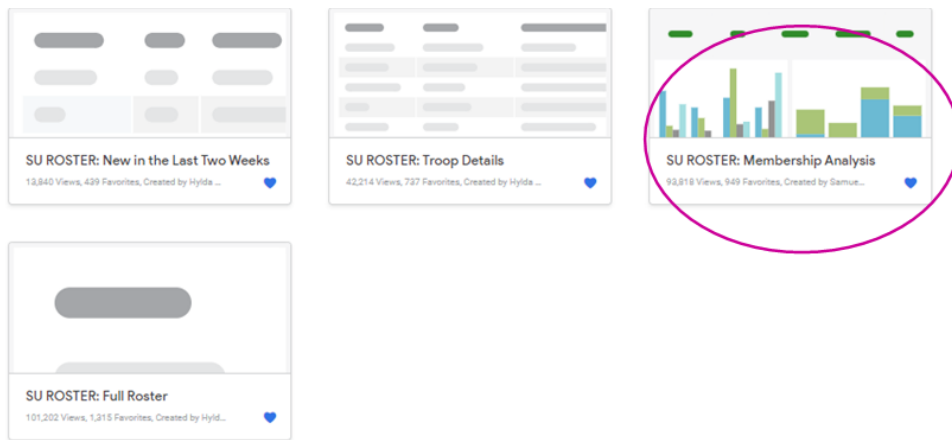
SU Roster: Membership Analysis

An analysis report showing the number of active troops and total girl and adult members for the current and previous year. Useful to view year-over-year membership totals by girl, adult, and active troops.

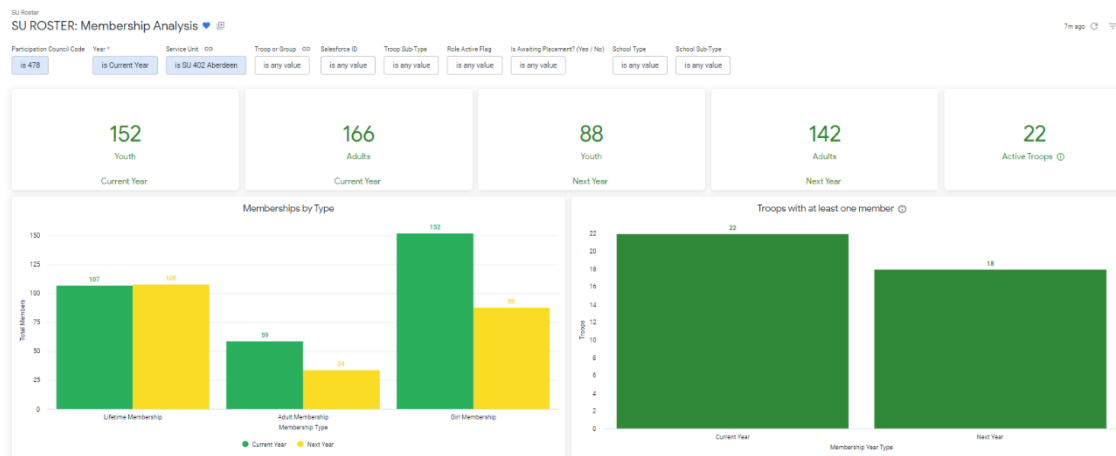
Note: The Membership Analysis report is aligned with the membership section of the Service Unit Planning Guide so you can easily view and update progress to goal throughout the year!

How to run the Membership Analysis report

1. Click "SU ROSTER: Membership Analysis"



2. The report will show the total number of Youth and Adults Members for two years, and the total number of active troops.

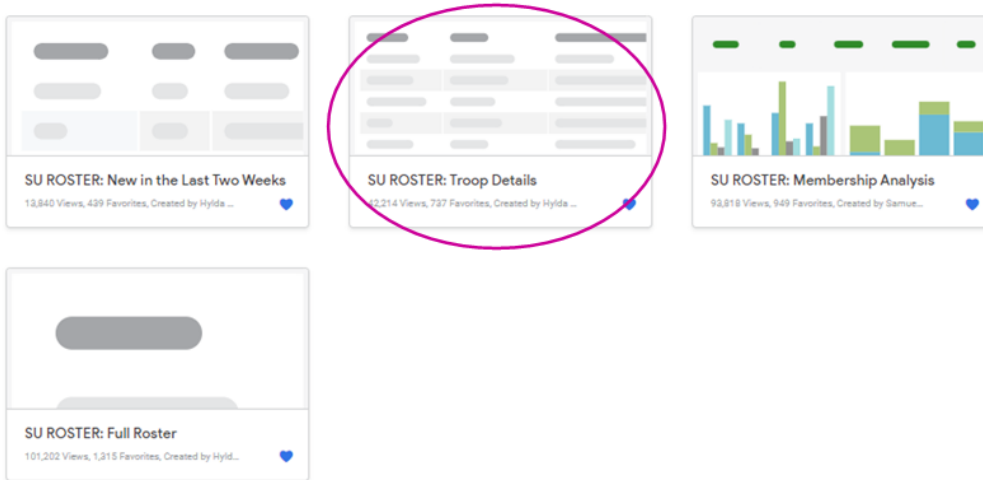


SU Roster: Troop Details

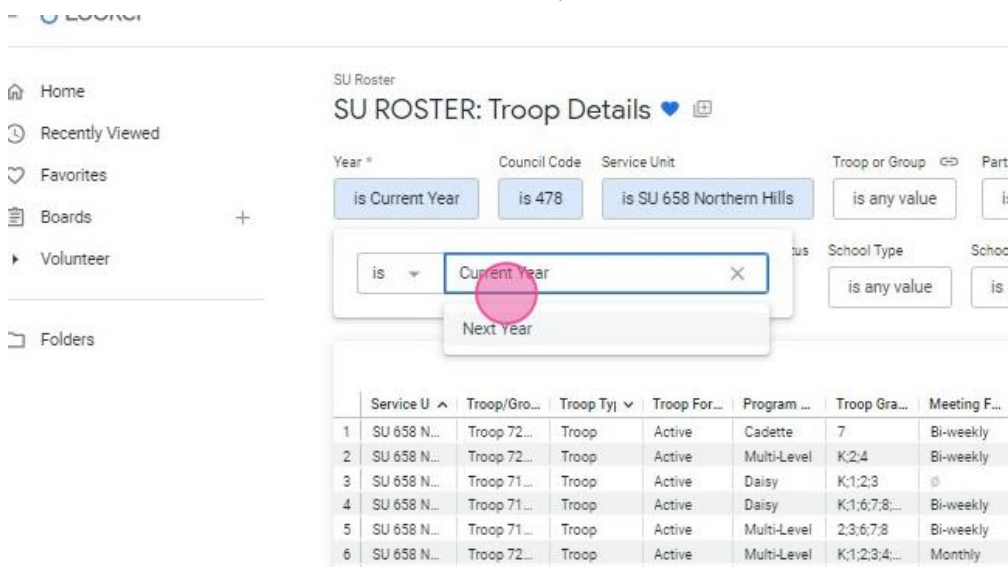
A view of troops within the service unit including each troop's grade level(s), meeting information, current number of girls and openings available. Useful to view the troops in your service unit, meeting dates and locations, and number of girl openings in each troop.

How to run the Troop Details report

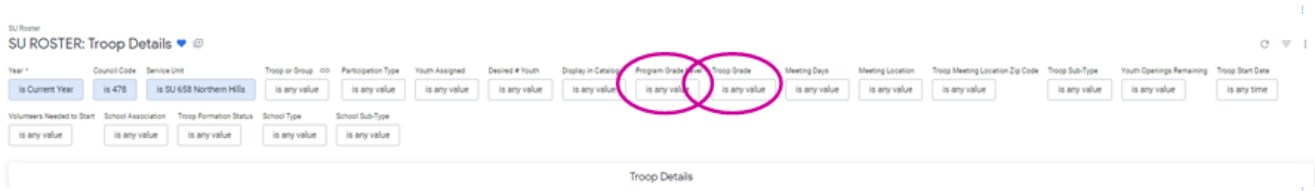
1. Click "SU ROSTER: Troop Details"



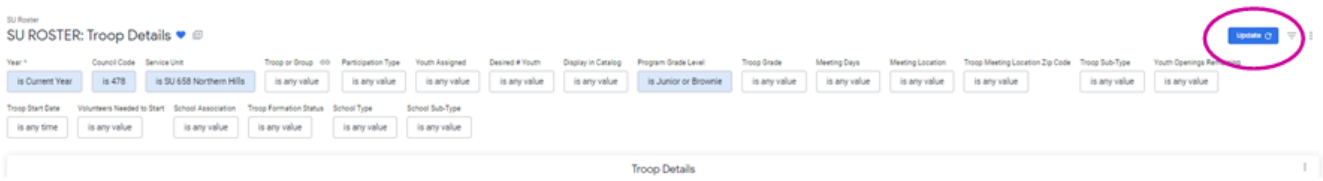
2. Click on the "Year" filter and choose the year to view.



3. Add other filters as needed. Click on the filter and choose from drop down list.
Some filters you may find helpful are:
 - Program Grade Level: View all troops in a specific program level (Daisy, Brownie, etc.).
 - Troop Grade: View troops with girls from specific grades.



4. Click "Update"

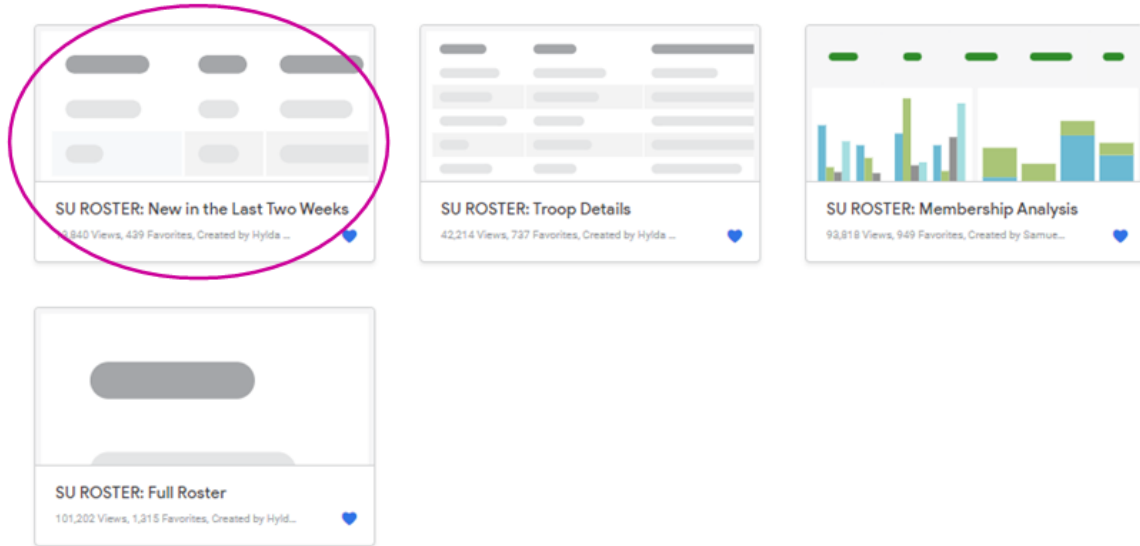


SU Roster: New in the Last Two Weeks

A roster showing new members who joined in the last two weeks. Can be filtered by membership year, troop, or volunteer role. Useful to view new girl and adult members who recently joined your service unit.

How to run the New in the Last Two Weeks report

1. Click "SU ROSTER: New in the Last Two Weeks"



2. Click on the "Year" filter and choose the year to view.



3. Click “Update.”

The screenshot shows a web application interface. At the top right, there are search and user profile icons. Below them, a blue 'Update' button with a refresh icon is highlighted with a pink circle. To the left of the table is a 'Sub-Type' label and a text input field containing 'ny value'. The table below has five columns: 'School Sub-Type', 'Grade', 'Participation/Role Assignment Start Date', 'Participation/Role Active Flag', and 'Participation/Role St'. The first row of data contains the following values: '#Not Applicable', '0 Grade K', '2023-08-14', '~', and 'Not Applicable'. A vertical scrollbar is visible on the right side of the table.

School Sub-Type	Grade	Participation/Role Assignment Start Date	Participation/Role Active Flag	Participation/Role St
#Not Applicable	0 Grade K	2023-08-14	~	Not Applicable