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 communciation 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. |
| gsLearn SUMMARY | Displays volunteer completion of gsLearn courses for your assigned service unit. | Useful to view volunteer gsLearn course completion to assist and encourage volunteers with required and optional courses. |

How to set up your account in Looker

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

| Logout Successful. | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 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?"



4. Click "Reset Password."

| Reset Your Password | | | | | |
|------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| pshea@gsdakotahorizons.org | | | | | |
| Enter the email address for your Looker account and we'll send you a link to reset your password. | | | | | |
| RESET PASIWORD | | | | | |
| Return to Log In | | | | | |
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5. See the following screen and then go to your email inbox.

| If this is a valid account, you | r email is on its way! |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Log In |
| Email | pshea@gsdakotahorizons.org |
| Password | |
| | LOGIN |
| | 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? |

- 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.

| this is a valid account, your | email is on its way! |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Log In |
| Email | pshea@gsdakotahorizons.org |
| Password | |
| | LOGIN |
| | 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? |

10. Click "Log In."



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.

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Navigating through the Basic Looker Dashboards

| 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 communciation 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. |
| gsLearn SUMMARY | Displays volunteer completion of gsLearn courses for your assigned service unit. | Useful to view gsLearn course completion to assist and encourage volunteers with required and optional courses. |

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

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.

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
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| | ie is |
| nbership New? Is Member Renewed for Next Year? Participation Type Troop Program Grade Level Is Awaiting Placen | ient? (Yes / No) |
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2. Filter choices will appear.

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| | | | Troop Cookie Coordinator | | | | Full R |
| | | | Troop Fall Product Coordinato | Ċ. | | | |
| | | | Troop Treasurer | | | | |

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

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4. Click "Update" to filter the report.

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

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| | 10 | | | and the second second | Membership | Leader | |
| 2 | SU 488 Hilltop | Troop 50618 | Multi-Level | Job Assignment | Adult Membership | Troop Co- Leader | 1 |
| 3 | SU 488 Hilltop | Troop 50194 # | M Ambassador | Job Assignment | Adult Membership | Troop Cookie Coordinator | 1 |
| 4 | SU 488 Hilltop | Troop 50194 | Ambassador | Job Assignment | Adult Membership | Troop Co- Leader | 10 |
| | | | | | | | |

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.

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|---------------|---------------------------------------|-------------|-----------------------------------------------------------------------|----------------------------|-------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------|----|
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| | | | | | | | | | |
| | | | | | | Participation/ | | | |
| City | State Name | Zip Code | School | Grade | Registration Date | Role | Participation/ | R | |
| | (Abbr.) | | | | | Assignment Start Date | | | |
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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.

a Dr Sioux Falls SD 57107 Not Applicable Adult 2022-04-27 2019-05-16 Y

Grade

Adult

Registration

2022-04-26

- 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.

Get link

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Reset filters

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State

Name

(Abbr.)

SD

City

2t

Sioux Falls

Zip Code

57103

School

Not Applicable

• 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.

| Download SU ROSTER: Full Roster | | | | | |
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| Is any value Is any value | any value | | is any value | is any valu | e |

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"

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|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| SU ROSTER: New in the Last Two Weeks 12,840 Views, 439 Favorites, Created by Hylde | SU ROSTER: Troop Details 42214 Views, 787 Favorites, Created by Hylda | SU ROSTER: Membership Analysis 93,818 Views, 949 Favorites, Created by Samue. |

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

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| lue | is any val | UE State Name (Abbr.) | Zip Code | School | Grade | Registration Date | Participation/ Role Assignment Start Date | Particip | pati |

- 4. Add more filters as needed. Click on the filter and choose from drop down list. Some filters you may find helpful are:
 - > Role Name: View all members who hold a specific volunteer role.
 - > Is Membership New: View new adult and girl members.
 - Is Member Renewed for Next Year? View renewed or non-renewed members. Available April 1 through September 30.
 - Membership Type: View all adult members, girl members, and/or Lifetime Members.

| SU ROSTER: Full R | loster 🔻 🛙 | | | | | | | | | | | Update (2 | r 1 |
|--------------------------------------------|----------------------------------------------|-------------------------------------------|-------------------------------|----------------------------------|----------------------------------------|----------------------------|-----------------------------------|------------------------|-----------------------------|-----------------------------|--------------------------|-----------------------------------|-----|
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| Too Sub-Type Attentions | ng han | Reneved for Next Tear? Participation Type | Troop Program Grade Lavel | is Availing Placement? (Nes / No | Manbarytip Type | Does Guardian Allow Email? | School Type | School Sub-Type | | | | | |
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5. Click "Update" after filters are added.

| SU Roster SU ROSTER: Full Rost | ter 🛡 🖻 | | | | | | | | | | | Libone G A i |
|-----------------------------------|--------------------|-------------------|----------------------------------------------|---------------------------|-----------------------------------|-----------------------------|--------------------------|-----------------|--------------------------|--------------|--------------|--------------|
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| Duardian Email 00 Troop Sub-Type | Is Membership New? | is Memb | er Renewed for Next Year? Participation Type | Troop Program Grade Level | Is Availing Placement? (Ves / No) | Membership Type Do | es Guardian Allow Email? | School Type | School Sub-Type | | | |
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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"

| SU ROSTER: New in the Last Two Weeks 13,840 Views, 439 Favorites, Created by Hylda | SU ROSTER: Troop Details 42,214 Views, 737 Favorites, Created by Hylda | SU ROSTER: Membership Analysis 92,818 Views, 949 Favorites, Created by Samue |
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| 101,202 Views, 1,315 Favorites, Created by Hyld 🖤 | | |

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



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- 3. Click on each of the totals to view a detailed list of each member type.

4. The report also provides charts comparing membership totals year over year by membership type, volunteer roles, and grade level.



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.

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How to run the Troop Details report

1. Click "SU ROSTER: Troop Details"

- VROSTER: New in the Last Two Week

 1840 Versu, 489 Favorites, Created by Hylda

 VROSTER: Full Roster

 VROSTER: Full Roster

 VROSTER: Full Roster
 - 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.

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Troop Details

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."

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SU Roster: gsLearn Summary

Displays volunteer completion of gsLearn courses for your assigned service unit. Useful to view volunteer gsLearn course completion to assist and encourage volunteers with required and optional courses.

How to run the gsLearn Summary report

1. Click SU Roster: gsLearn Summary



2. Apply filters as needed then click "Update"

Filters available:

SU ROSTER: Membership Analysis 108333 Views, 1339 Prestites, Orastelly Se.,

- Participation Year
- Troop (select one or more)
- Event Name (select one or more)
- Course Title (select one or more)
- Course Completion Flag
- Role Name (select one or more)

