

## Summary:

Looker is an online tool that provides current (within one business day) membership information for Girl Scout employees and volunteers to leverage in providing the best possible service and support to our members world-wide. As a volunteer supporting local Girl Scout troops, events or functions, you've been provided access to Looker as a means to deliver this support and ensure girls fulfill our mission. Thanks for respecting the sensitivity of the information by not sharing your log-in information or downloading full reports and sharing them with others without local council authorization.

Looker enables volunteers to ensure local volunteers and girl participants have current membership and provides detailed membership information to inform planning and participation in local events or trainings.

## Quick Reference for Available Reports:

**FULL ROSTER:** See the full roster of your assigned service unit(s) or geographic area(s) Filter the roster by membership year, troop number or service unit

**MEMBERSHIP ANALYSIS:** Compare details regarding membership types (troop leader, girl, etc) and number of troops in your area to last year.


**NEW IN THE LAST TWO WEEKS:** A roster showing only new members in the designated time period. Filter by membership year, service unit or troop.

**TROOP DETAILS :** See troop rosters and information, filtering from last year or by service unit.

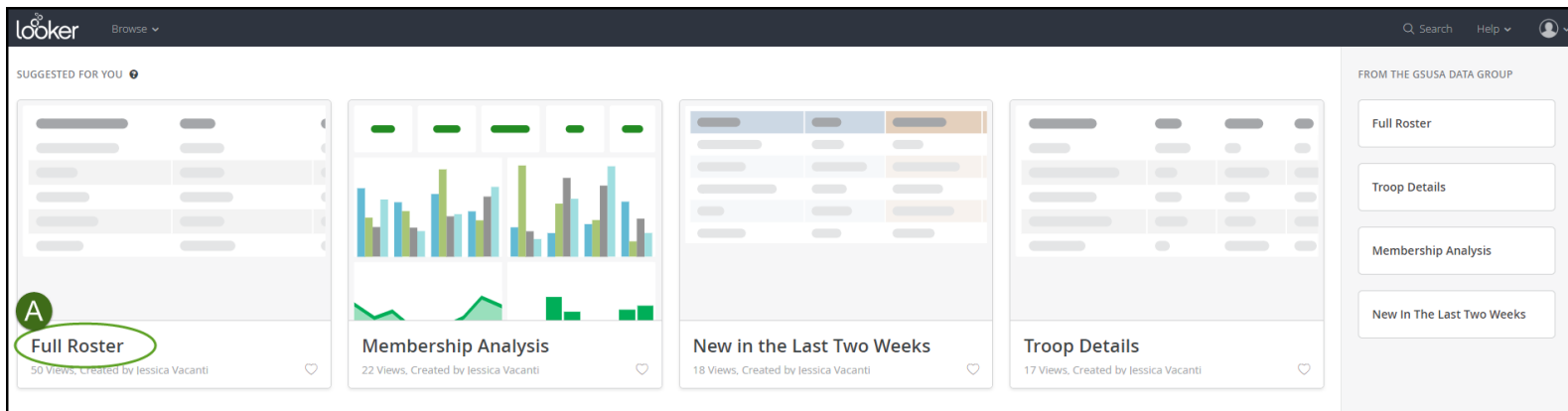
## Definition of Terms

<b><i>Service Unit</i></b>	Portion of a council's geograhic area or group of troops/groups in that area. Also can be known as neighborhood, community, village or area.	<b><i>Girl Scout Membership Year</i></b>	October 1-September 30
<b><i>Administrative Volunteer</i></b>	A volunteer who oversees a function or specific area of council operations, ie Trainer, Coach, Manager, or Product Sale Liasion.	<b><i>Personally Identifiable Information (personal data)</i></b>	The name, address, email address, date of birth or other unique information relevant to a member or potential member. Treat this with respect for others' privacy.
<b><i>Troop</i></b>	A group of girls with adult leadership engaging in the Girl Scout Leadership Experience.	<b><i>Approved Volunteer</i></b>	A member who has passed the designated screening (background, credit, interview or other) for a specfic Girl Scout Volunteer role.
<b><i>Looker</i></b>	Online Tool for Girl Scout Council staff and volunteers to access current membership data & reports		

## Navigating through the 4 Basic Looker Dashboards (for Volunteers)

Always click on the  on the top left hand side of any screen to return to Looker's HOME page.

### HOME page:



### A. Full Roster page:

Service Unit		Troop/Group	Membership Type	Position	First Name	Last Name	Email	Does member allow email?	Phone Number	Address Line 1	City	State Name (Abbr.)	Zip Code	Name (School)	Girl Grade	Position Active Date	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does member allow photograph?
1	SU209	Troop01640	Adult Membership	Troop Chaperone/Driver				Y			Chapel Hill	NC	27516	Not Applicable	Adult	2018-08-30	Eligible	2022-08-29			Y
2	SU209	Troop00693	Adult Membership	Troop Co-Leader				Y			Rougemont	NC	27572	Not Applicable	Adult	2018-08-28	Eligible	2022-07-28			Y
3	SU209	Troop01892	Adult Membership	Troop Chaperone/Driver				Y			Durham	NC	27705	Not Applicable	Adult	2018-08-28	Eligible	2020-09-07			N
4	SU209	Troop01892	Girl Membership	GIRL				Y			Durham	NC	27705	School Not Found	Grade 02	2018-08-28	NOT APPLICABLE	@			Y

**Full Roster** page Filters:

1. Filter on Year (Last Year, Current Year or Next Year). Note: the 'Last Year' option is not available once the new Membership Year has opened; specifically between April 1 and September 30.

The screenshot shows the 'Full Roster' filter interface. At the top, there is a header with 'SU Roster' and a dropdown arrow, followed by 'Full Roster' and a heart icon. Below this is a 'FILTERS' section with a downward arrow. There are three filter rows: 'Year', 'Service Unit', and 'Troop or Group'. Each row has a text input, a comparison operator 'is equal to', and a dropdown arrow. The 'Year' filter is currently selected, and its dropdown menu is open, showing three options: 'Current Year', 'Last Year', and 'Next Year'. The 'Current Year' option is highlighted in blue. The 'Service Unit' and 'Troop or Group' filters are currently empty.

2. Filter on Service Unit (one or more depending on roles held)

The screenshot shows the 'Full Roster' filter interface. At the top, there is a header with 'SU Roster' and a dropdown arrow, followed by 'Full Roster' and a heart icon. Below this is a 'FILTERS' section with a downward arrow. There are three filter rows: 'Year', 'Service Unit', and 'Troop or Group'. Each row has a text input, a comparison operator 'is equal to', and a dropdown arrow. The 'Service Unit' filter is currently selected, and its dropdown menu is open, showing three selected options: 'SU208', 'SU209', and 'SU215'. Each option has a small 'x' icon next to it. The 'Year' and 'Troop or Group' filters are currently empty.

## 3. Filter on Troop or Group:

SU Roster ▾  
Full Roster ♥

▼ FILTERS

Year is equal to ▾ Current Year ▾ ×

Service Unit is equal to ▾ SU208 × SU209 × SU215 ×

Troop or Group is equal to ▾

Troop00517  
Troop00572  
Troop00608  
Troop00643  
Troop00693  
Troop00700  
Troop00711  
Troop00714

	Service Unit	Troop/Group	Membership Type
1	SU209	Troop01640	Adult Membership
2	SU209	Troop00603	Adult

## 4. Click RUN to see Filters get applied:

SU Roster ▾  
Full Roster ♥

just now · America - New York ▾ Run ⚙

▼ FILTERS

Year is equal to ▾ Current Year ▾ ×

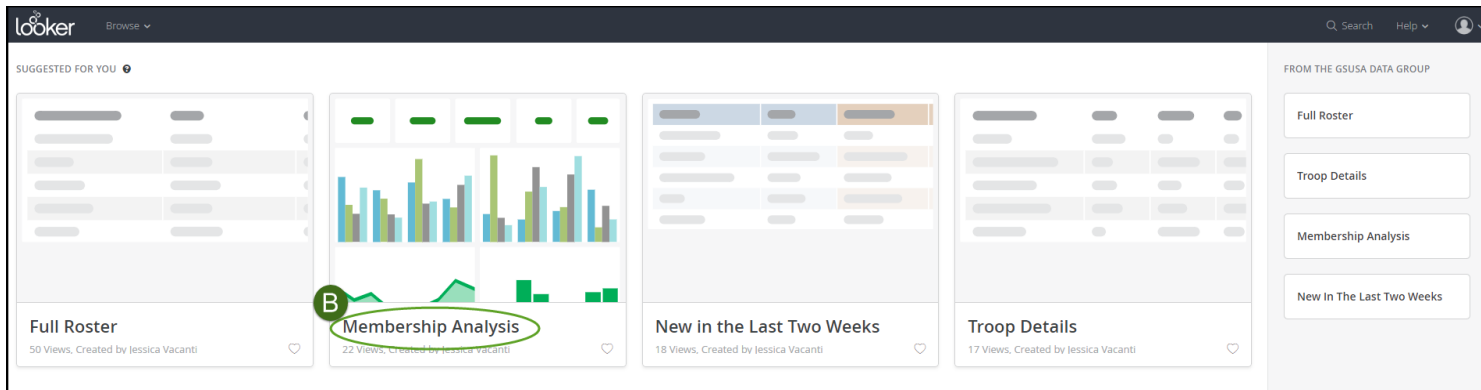
Service Unit is equal to ▾ SU208 × SU209 × SU215 × +

Troop or Group is equal to ▾ Troop01112 × ▾ +

After selecting Filter values, Click Run.

Full Roster (based on year in filter)

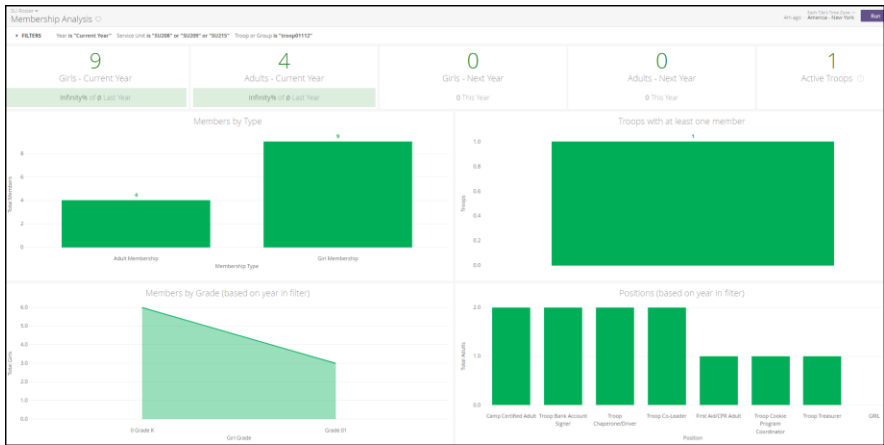
Service Unit	Troop/Group	Membership Type	Position	First Name	Last Name	Email	Does member allow email?	Phone Number	Address Line 1	City	State Name (Abbr.)	Zip Code	Name (School)	Girl Grade	Position Active Date ▾	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does member allow photograph?
SU209	Troop01112	Adult Membership	Camp Certified Adult	████	████	████████████████	Y	████	████████████████	Durham	NC	27713	Not Applicable	Adult	2018-08-08	Eligible	2021-03-09	Jennifer	Hemmerlein	Y
SU209	Troop01112	Girl Membership	GIRL	████	████	████████████████	Y	████	████████████████	Durham	NC	27713	████	Grade 01	2017-11-07	NOT APPLICABLE	⓪	Sarah	Ray	Y

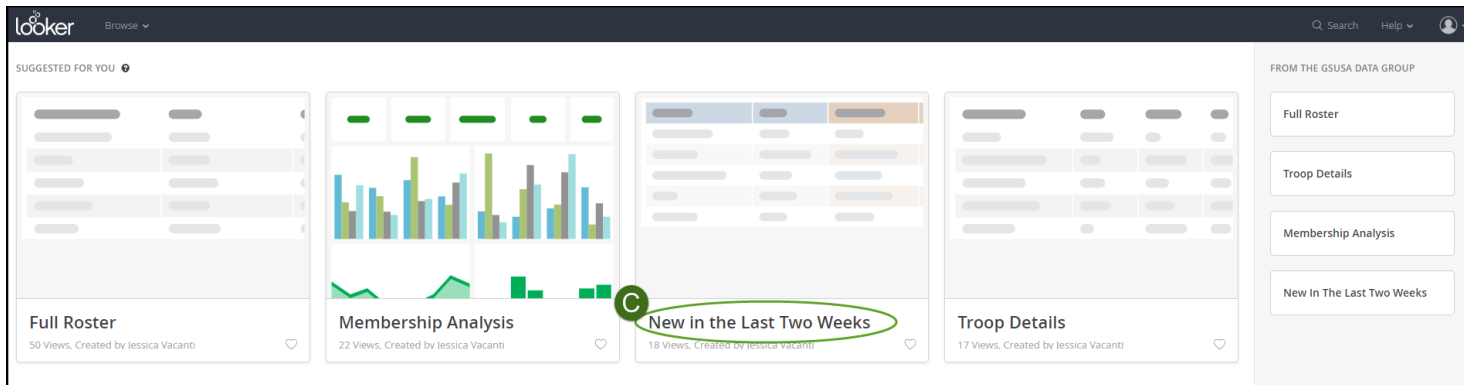
**HOME page:****B. Membership Analysis page:**

Filters are the same as the Filters on the Full Roster Dashboard:

1. Filter on Year (Last Year, Current Year or Next Year). Note: the 'Last Year' option is not available once the new Membership Year has opened; specifically between April 1 and September 30.
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click RUN to see Filters get applied

The screenshot shows the 'Membership Analysis' page with a 'FILTERS' section. It includes three filter rows: 'Year' (is equal to: Current Year), 'Service Unit' (is equal to: SU208, SU209, SU215), and 'Troop or Group' (is equal to: troop01112). A green callout box with the text 'After selecting Filter values, Click Run.' has a green arrow pointing to the 'Run' button in the top right corner. The 'Run' button is a purple button with the text 'Run' and a gear icon.



**HOME page:****C. New in the Last Two Weeks page:**

Filters are the same as the Filters on the Full Roster Dashboard:

1. Filter on Year (Last Year, Current Year or Next Year). Note: the 'Last Year' option is not available once the new Membership Year has opened; specifically between April 1 and September 30.
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click RUN to see Filters get applied

SU Roster ▾  
 New in the Last Two Weeks ♥

just now Each Tile's Time Zone America/... **Run** ⚙️

▼ FILTERS

Year is equal to ▾ Current Year ▾ ×

Service Unit is equal to ▾ SU208 × SU209 × SU215 × +

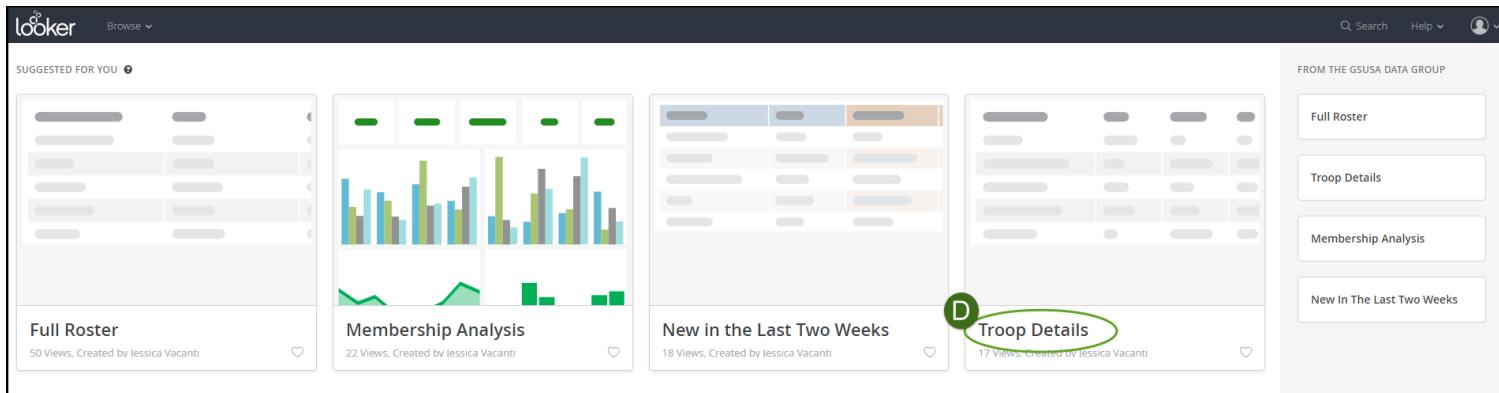
Troop or Group is equal to ▾ ▾ +

After selecting Filter values, Click Run.

New in the Last Two Weeks (based on year in filter) ♥

	Service Unit	Troop/Group	Position	Member Type	First Name	Last Name	City	Girl Grade	Name (School)	Position Active Date ▾	Email	Does member allow email?
1	SU209	Troop01640	Troop Chaperone/Driver	Adult			Chapel Hill	Adult	Not Applicable	2018-08-30		Y
2	SU209	Troop00693	Troop Co-Leader	Adult			Rougemont	Adult	Not Applicable	2018-08-28		Y
3	SU209	Troop01892	GIRL	Girl			Durham	Grade 02		2018-08-28		Y
4	SU209	Troop01892	Troop Chaperone/Driver	Adult			Durham	Adult	Not Applicable	2018-08-28		Y
5	SU209	Troop01141	GIRL	Girl			Cary	Grade 05		2018-08-25		Y
6	SU209	Troop00693	GIRL	Girl			Durham	Grade 01		2018-08-22		Y
7	SU209	Troop00693	Troop Chaperone/Driver	Adult			Durham	Adult	Not Applicable	2018-08-22		Y
8	SU208	Durham 11 SU208 Team	SU Roster Test - 208	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
9	SU208	Troop02014	GIRL	Girl			Durham	Grade 01		2018-08-21		N
10	SU209	Durham 11 SU209 Team	SU Roster Test - 209	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
11	SU215	Durham 11 SU215 Team	SU Roster Test - 215	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
12	SU215	Troop00711	GIRL	Girl			Durham	Grade 10		2018-08-21		Y



**HOME page:****D. Troop Details page:**

Filters are the same as the Filters on the Full Roster Dashboard (except for the year selection):

1. Filter on Service Unit (one or more depending on roles held)
2. Filter on Troop or Group
3. Click RUN to see Filters get applied

SU Roster ▾  
Troop Details

just now Each Tile's Time Zone: America/Chicago Run

**FILTERS**

Service Unit is equal to SU208 SU209 SU215 +

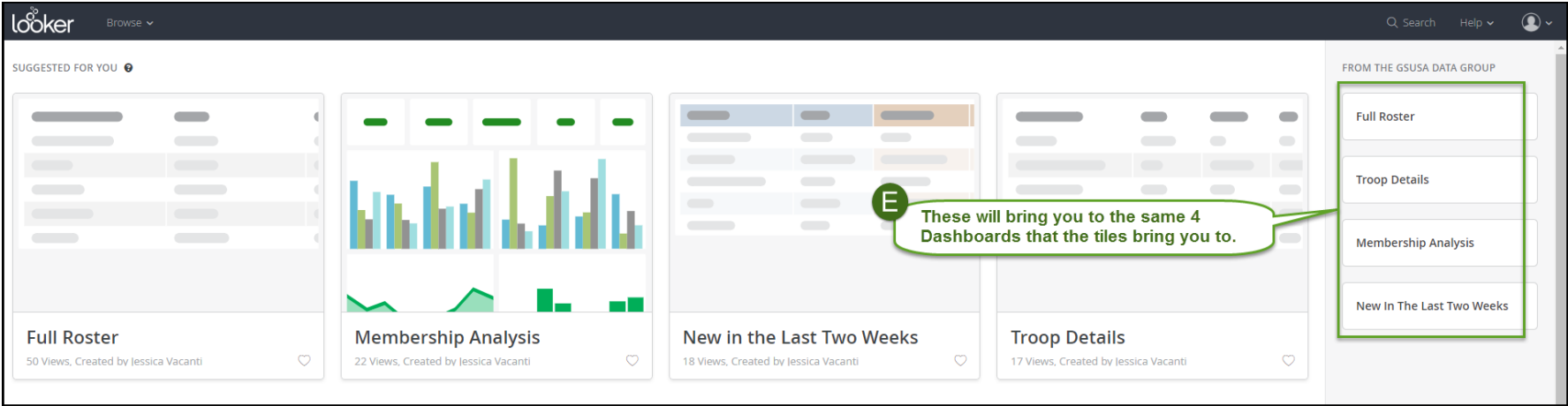
Troop or Group is equal to +

After selecting Filter values, Click Run.

Troop Details

Service Unit ^	Troop/Group	Participation Type	GS Community Year	Program Grade Level	Meeting Days	Meeting Start Time	Meeting End Time	Meeting Location	Meeting Notes	Girls Assigned	Girls Pending	Desired # of Girls	Girl Openings Remaining	Volunteers Needed to Start	Display Catalog
1 SU208	Troop00700	Troop	2019	Cadette	Thurs	6:15 PM	7:45 PM			12	0	16	4	3	N
2 SU208	Troop01127	Troop	2019	Cadette	Fri	6:00 PM	8:00 PM			1	0	12	11	1	N
3 SU208	Troop00810	Troop	2019	Senior	Thurs	6:15 PM	7:45 PM			11	0	15	4	2	N

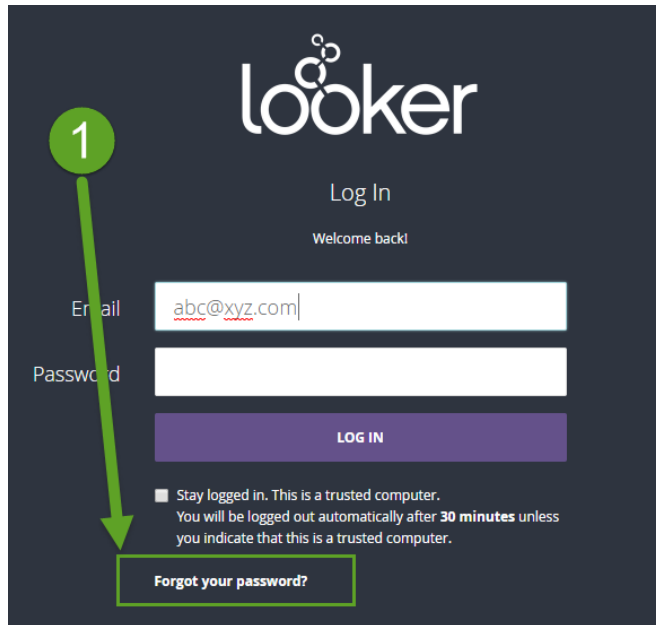
E. **Sidebar** of the HOME page. Each section will bring you to the same 4 Dashboards that the tiles will bring you to.



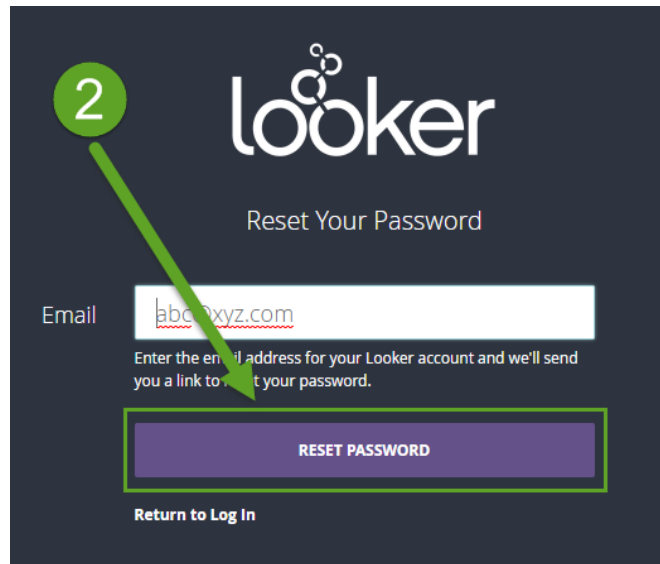
## How do I set up my account in Looker?

**Navigate to:** [girlscouts.looker.com](https://girlscouts.looker.com)

1. Click on 'Forgot your password?'.



2. Enter your email address, and click on 'RESET PASSWORD'.



2

looker

Reset Your Password

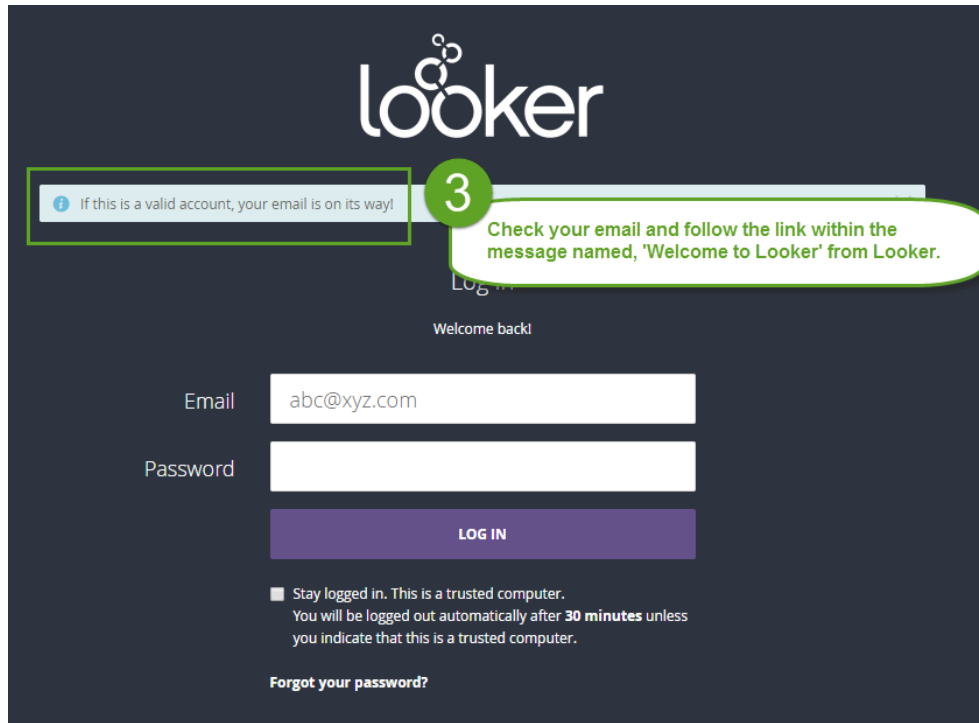
Email

Enter the email address for your Looker account and we'll send you a link to reset your password.

**RESET PASSWORD**

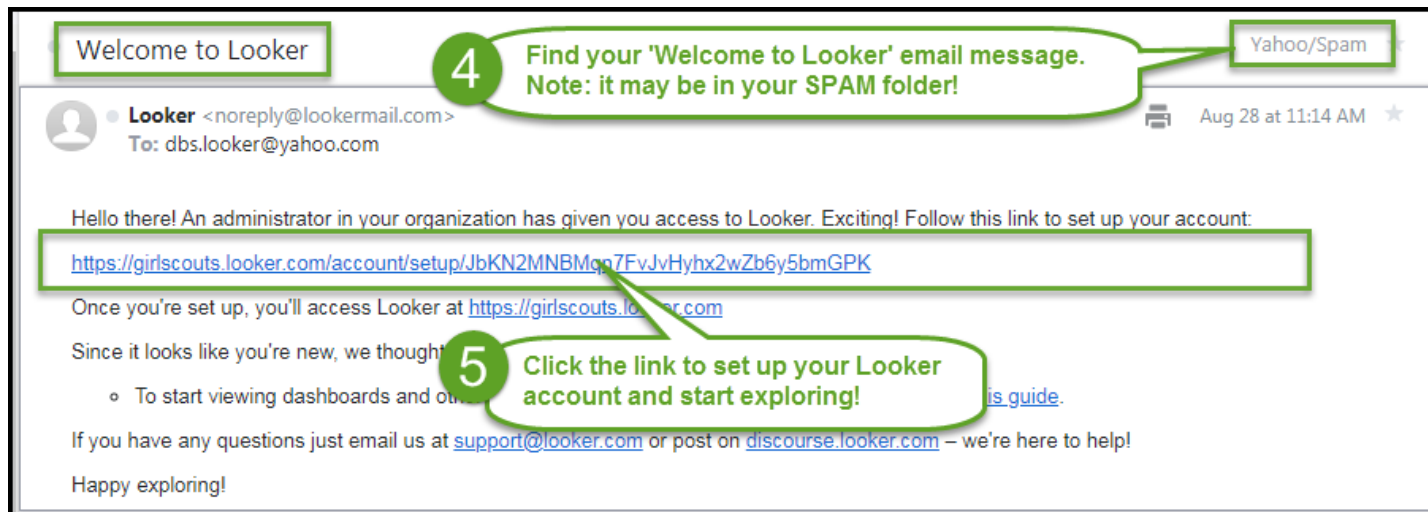
[Return to Log In](#)

3. See the following screen and then go to your email mailbox.

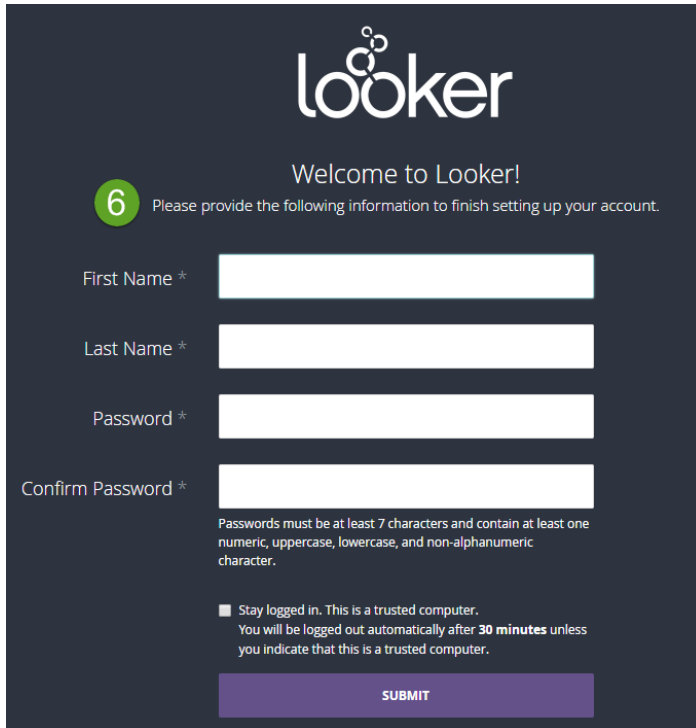


4. Find an email named 'Welcome to Looker' (check your SPAM folder!).

5. Click on the long link in the email message.



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



**6** Welcome to Looker!

Please provide the following information to finish setting up your account.

First Name \*

Last Name \*

Password \*

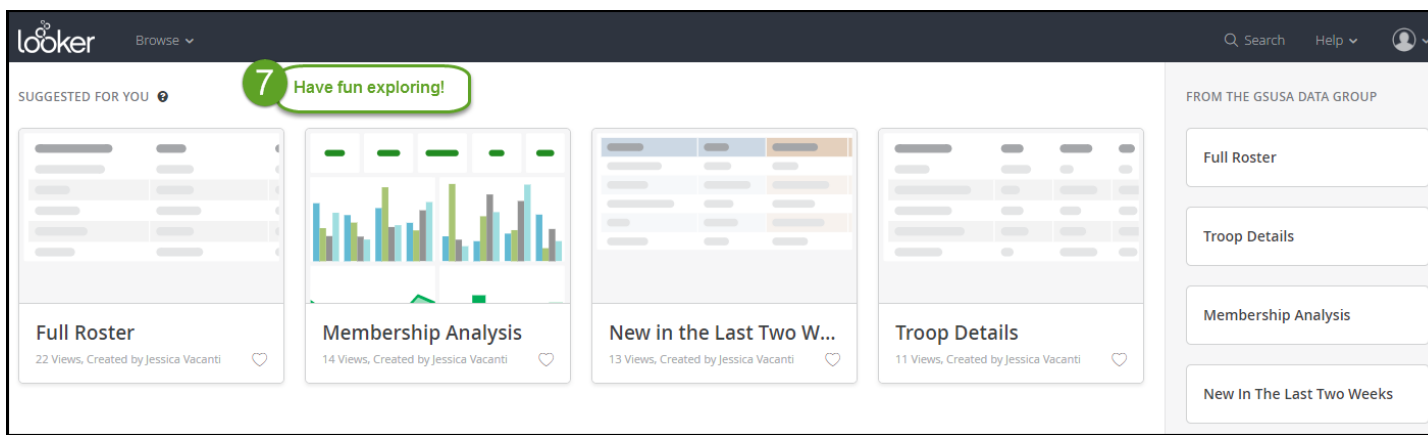
Confirm Password \*

Passwords must be at least 7 characters and contain at least one numeric, uppercase, lowercase, and non-alphanumeric character.

☐ Stay logged in. This is a trusted computer.  
You will be logged out automatically after 30 minutes unless you indicate that this is a trusted computer.

SUBMIT

7. You will see this 'Home' page from where you can navigate to several dashboards.



8. In the future, you can login to Looker at any time by navigating to [girlscouts.looker.com](https://girlscouts.looker.com)