



'LOOKER' ADMINISTRATIVE VOLUNTEER FAQ

QUICK REFERENCE GUIDE

September 2022

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.

GSLEARN SUMMARY: Check out service unit members and their online course status.

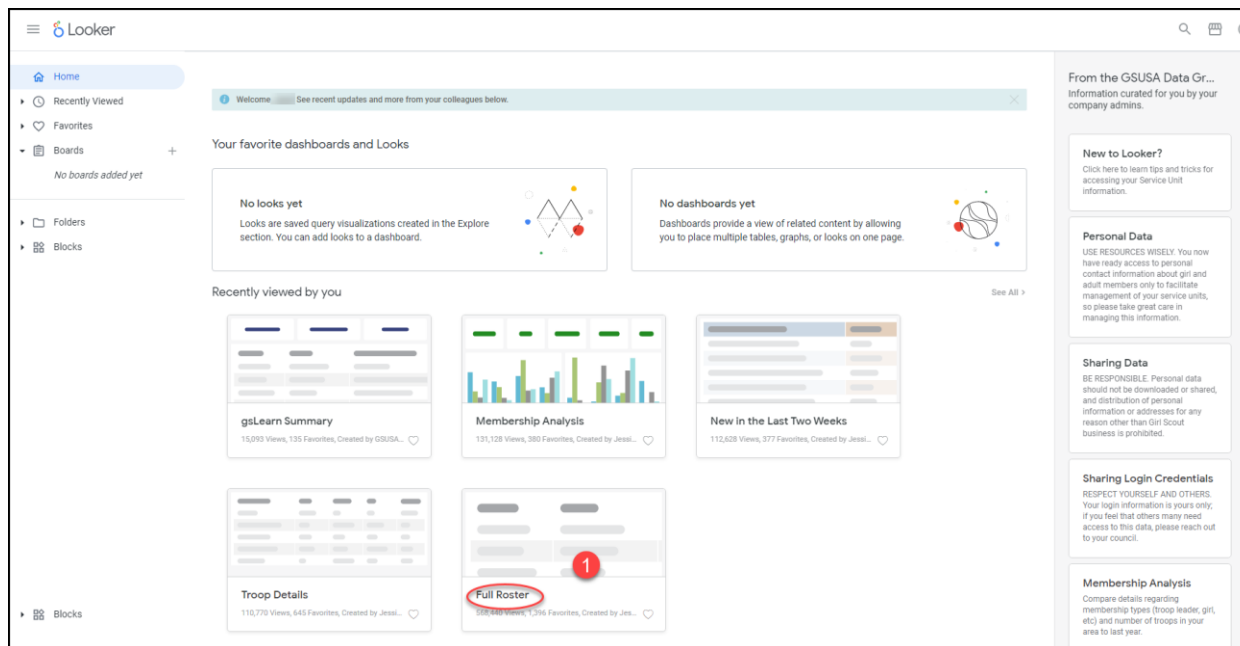
Definition of Terms

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

Navigating Looker for Volunteers



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




HOME page:



1. Full Roster page:

SU Roster

Full Roster  

just now   

Year * Service Unit Troop or Group Role Name Role Active Flag Background Check Status Background check expiration date Youth Grade Youth School Does member allow email?

First Name Last Name Email Guardian Email Troop Sub-Type Is Membership New? Is Member Renewed for Next Year? Participation Type Troop Program Grade Level Is Awaiting Placement? (Yes / No)

Full Roster (based on year in filter)

	Service Unit	Troop/Group	Program Grade Level	Participation Type	Membership Type	Role Name	First Name	Last Name	Email	Guardian Email	Does member allow email?	Preferred Contact Phone	Phone Number
27	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
28	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
29	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
30	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
31	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
32	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					N		
33	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
34	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					N		
35	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
36	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
37	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		
38	SU258	Troop28005	Multi-Level	Troop	Girl Membership	Girl					Y		

Full Roster page Filters:

1. Filter on Year (Last Year, Current Year or Next Year)

The screenshot shows the 'Full Roster' filter interface. The 'Year' filter is selected and highlighted with a red circle. Below it, a dropdown menu is open, showing 'Current Year' and 'Next Year' options. The 'Service Unit' filter is set to 'is SU258', and the 'Troop or Group' filter is set to 'is any value'.

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

The screenshot shows the 'Full Roster' filter interface. The 'Service Unit' filter is selected and highlighted with a red circle. Below it, a dropdown menu is open, showing 'SU258' as the selected option. The 'Year' filter is set to 'is Current Year', and the 'Troop or Group' filter is set to 'is any value'.

3. Filter on Troop or Group:

SU Roster

Full Roster

Year * Service Unit Troop or Group Role Name Role Active Flag Background

is Current Year is SU258 is Troop is any value is any value is any

First Name Last Name

is any value is any value

is Troop

APD Sarah Moore Greene 30021

Not Applicable

SU258 Delegate - Girl

SU258Inactive - Girl

Troop20238

Troop20304

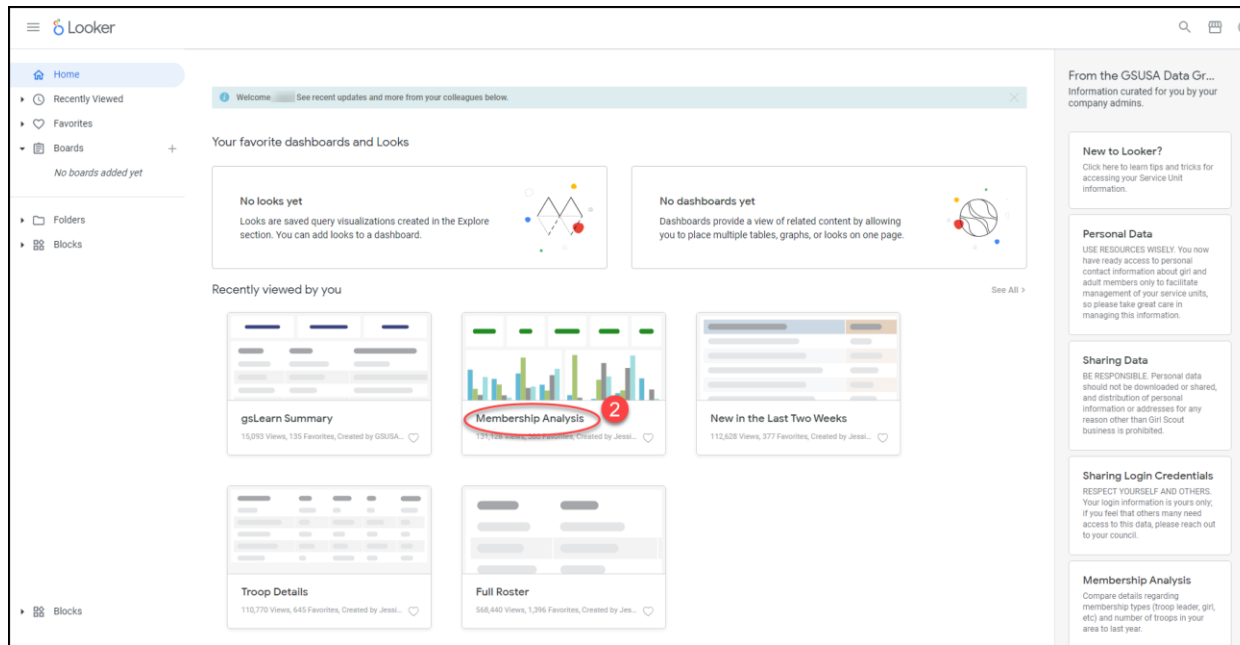
Troop20411

	Service Unit	Troop/Group	Program Grade Level
27	SU258	Troop28005	Multi-Level

4. Click UPDATE to see Filters applied:

[illegible]

HOME page:

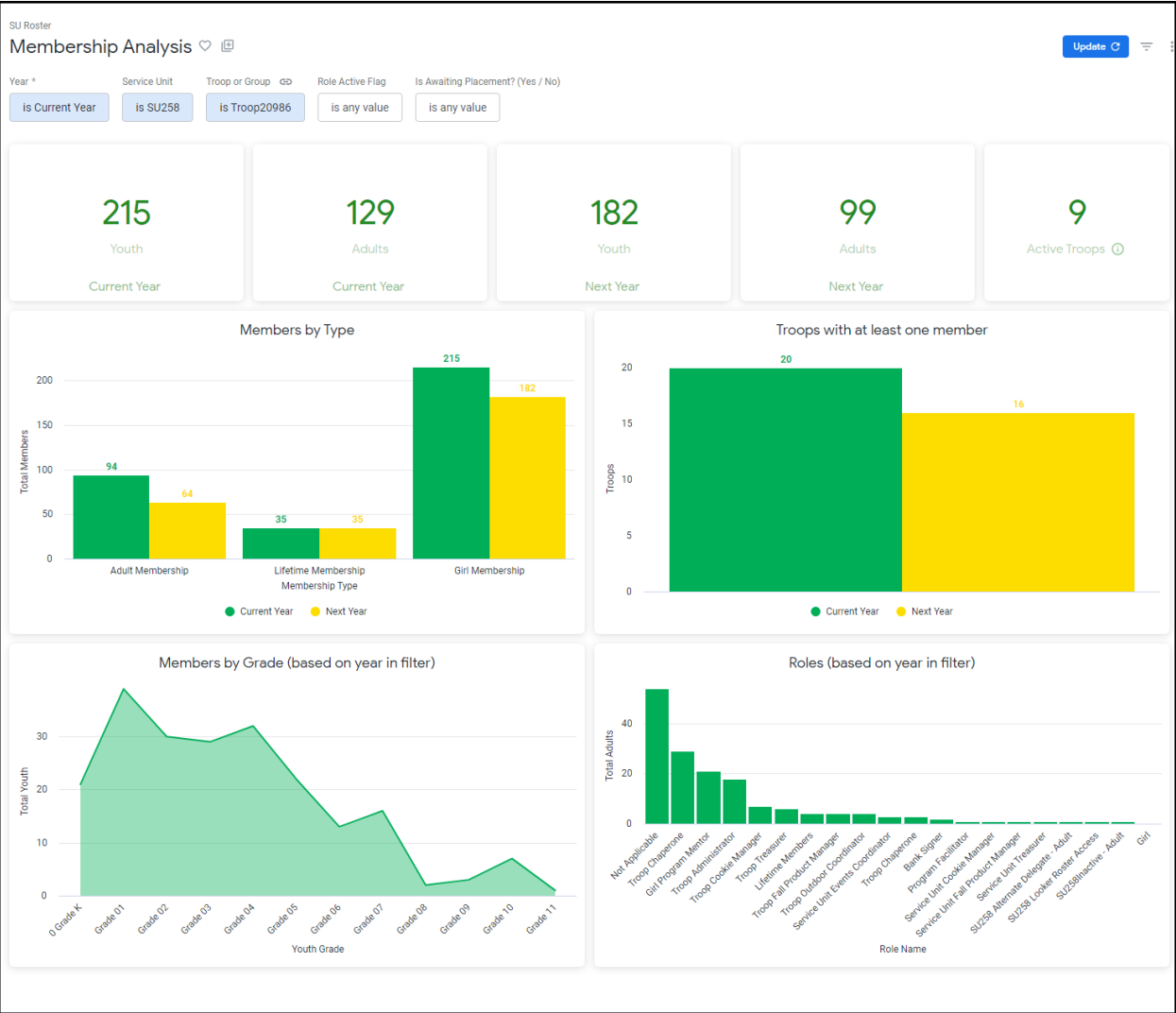


2. Membership Analysis page:

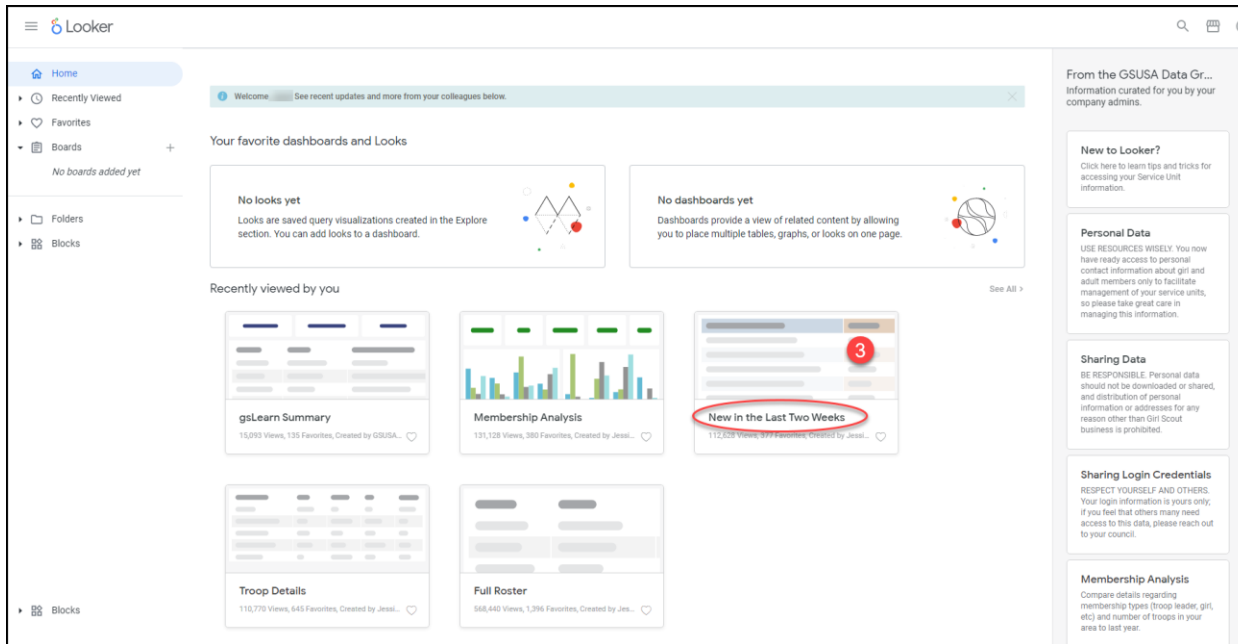
Filters are the same as the Filters on the Full Roster Dashboard:

1. Filter on Year (Last Year, Current Year or Next Year)
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click UPDATE to see Filters applied



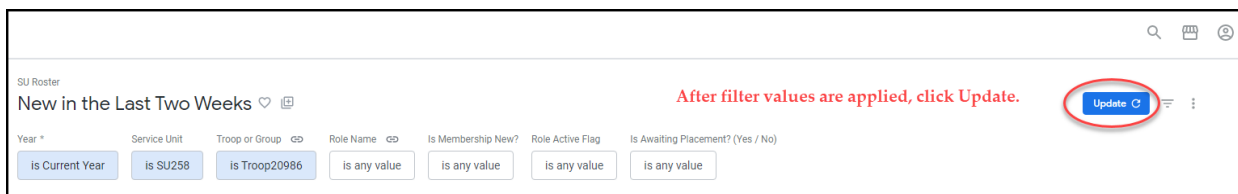


HOME page:

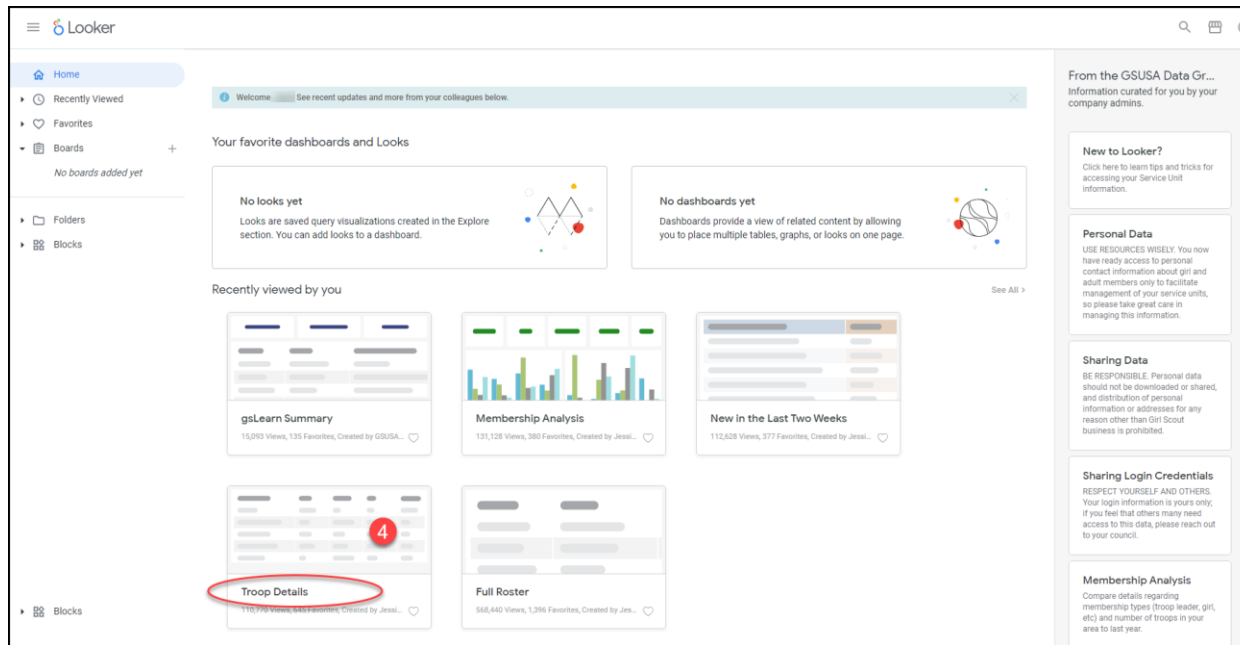
**3. New in the Last Two Weeks page:**

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

1. Filter on Year (Last Year, Current Year or Next Year)
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click UPDATE to see Filters applied



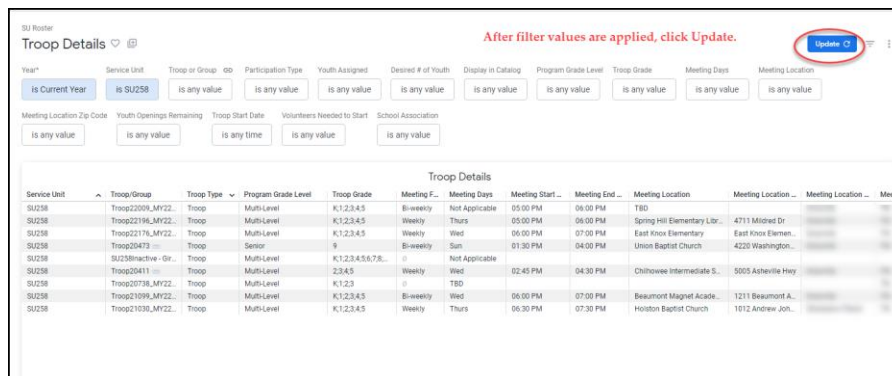
HOME page:



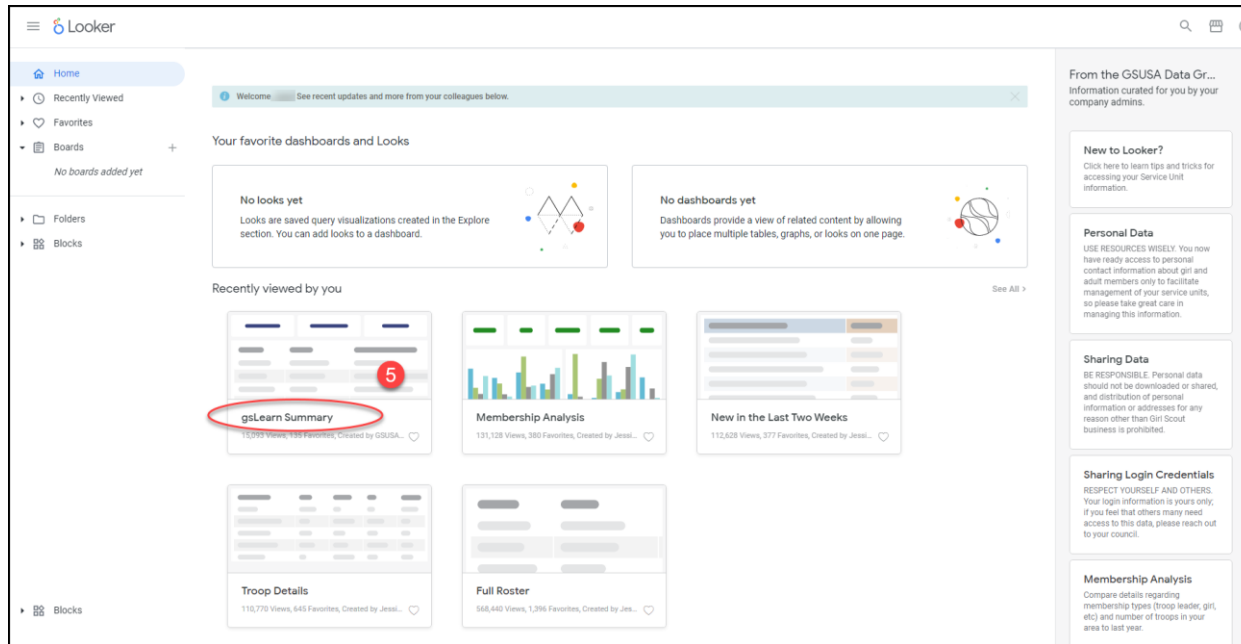
4. Troop Details page:

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

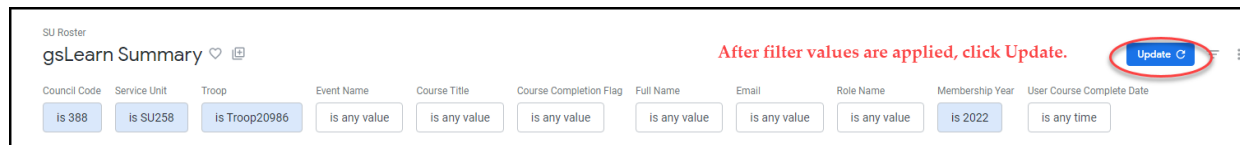
1. Filter on Service Unit (one or more depending on roles held)
2. Filter on Troop or Group
3. Click UPDATE to see Filters get applied



HOME page:

5. **GSLEARN SUMMARY:** Check out service unit members and their online course status.**GSLEARN SUMMARY FILTERS**

1. Filter on Year (Last Year, Current Year, or Next Year).
 - a. Note: Only two membership years are available for view at a time.
 - b. The 'Last Year' option is not available once the new Membership Year has opened, 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 Update to see Filters applied



SU Roster

gsLearn Summary

Council Code

Service Unit

Troop

Event Name

Course Title

Course Completion Flag

Full Name

Email

Role Name

Membership Year

User Course Complete Date

is 388

is SU258

is Troop20986

is any value

is any value

is any value

is any value

is any value

is any value

is 2022

is any time

10

Total Number of Courses Completed

0

Total Number of Courses In Progress

171

Total Number of Courses Assigned But Not Started

Members List

	User Council Code	First Name (Contact)	Last Name (Contact)	Email	Service Unit (s)	Troop(s) or Group(s)	Role(s)	Course Title	User Cours Flag
1					SU258	Troop20986			Y
2					SU258	Troop20986			Y
3					SU258	Troop20986			Y
4					SU258	Troop20986			Y
5					SU258	Troop20986			Y
6					SU258	Troop20986			Y
7					SU258	Troop20986			Y
8					SU258	Troop20986			Y
9					SU258	Troop20986			Y
10					SU258	Troop20986			Y

Adult gsEvents Supplemental Learning Roster

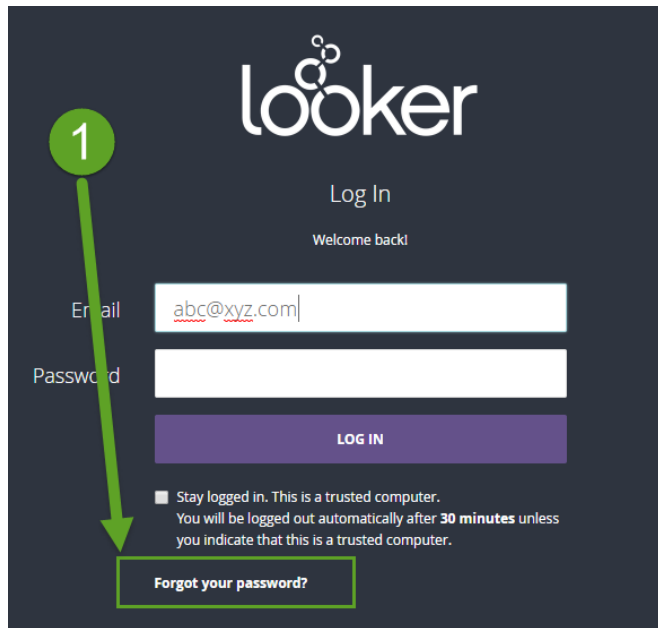
Trouble loading data

Try again later

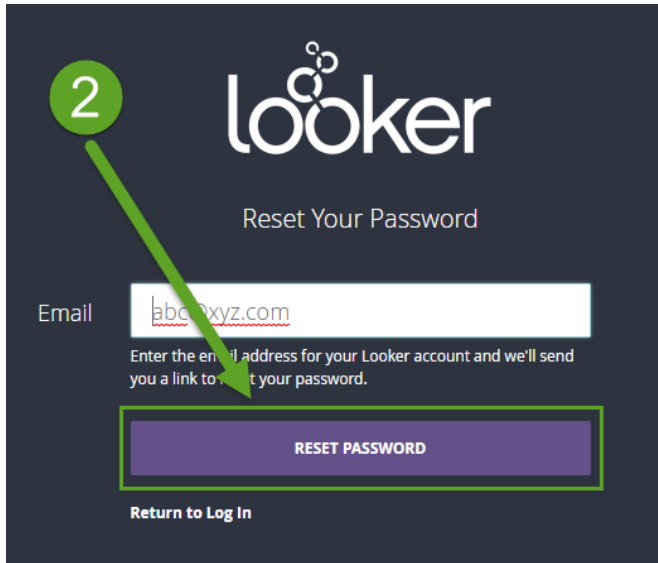
How do I set up my account in Looker?

Navigate to: girlscouts.looker.com

1. Click on 'Forgot your password?'.



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



2

looker

Reset Your Password

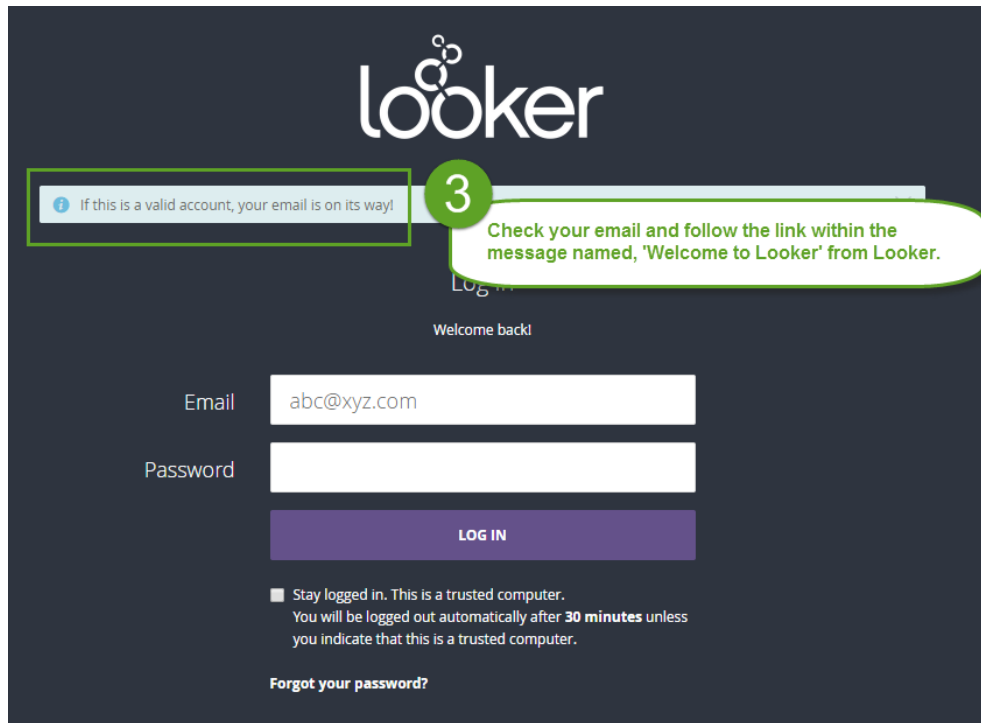
Email

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

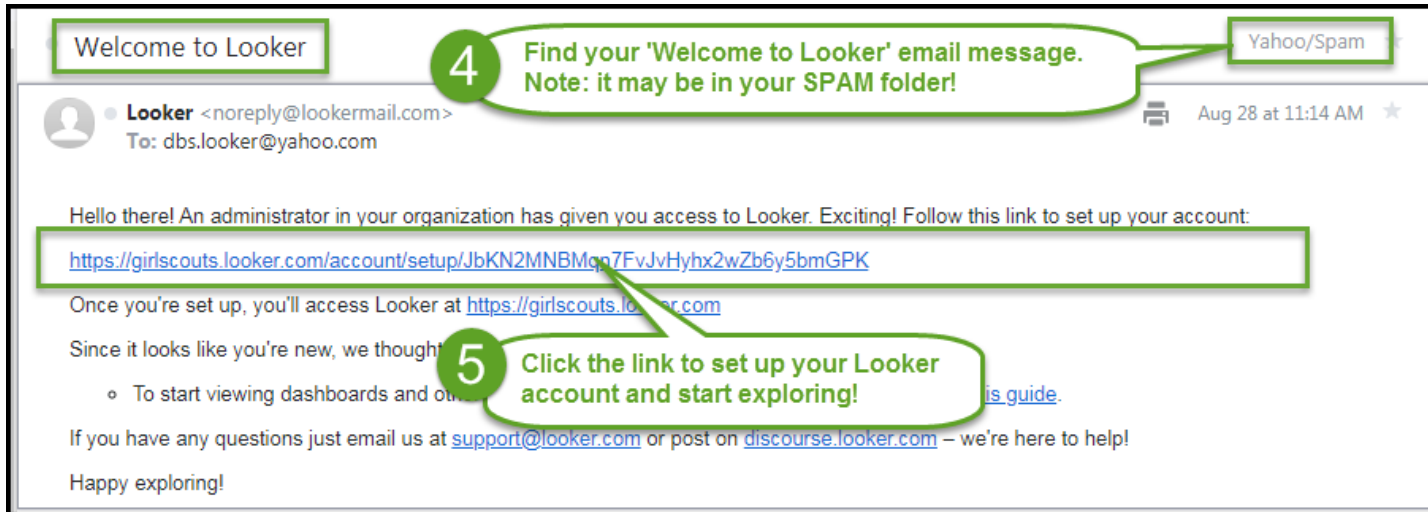
RESET PASSWORD

[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.

looker

Welcome to Looker!

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

First Name *

Last Name *

Password *

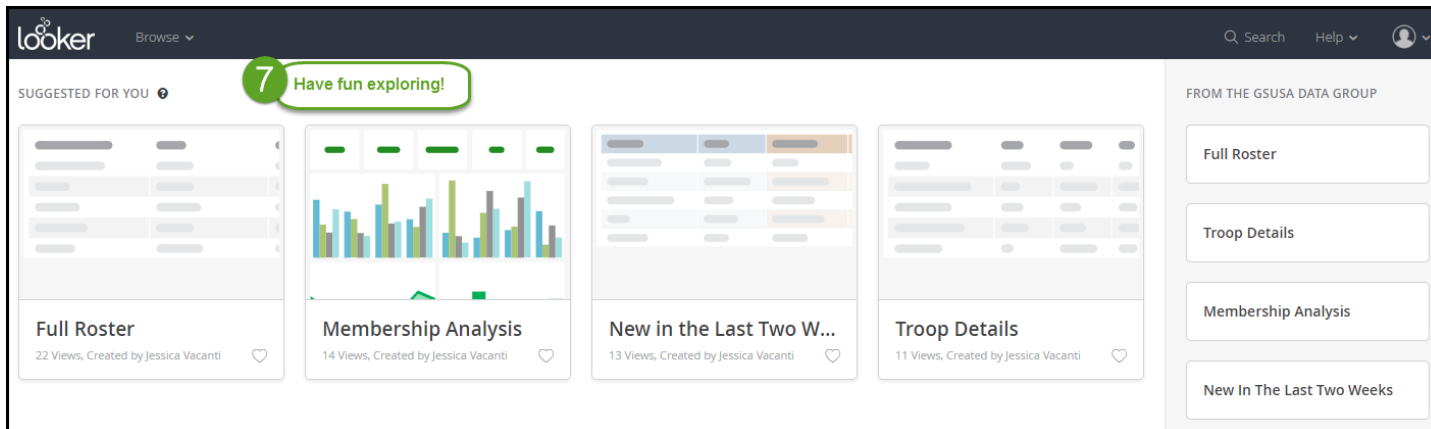
Confirm Password *

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