

## Looker Administrative Volunteer FAQ Quick Reference Guide

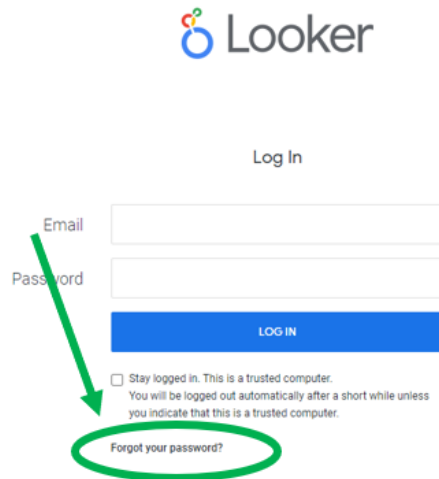
### Summary:

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.

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

1. Navigate to [girlscouts.looker.com](https://girlscouts.looker.com) and click Forgot your password?



2. Enter you email address and click on Reset Password.



Reset Your Password

Email

GirlScoutVolunteer@gmail.com

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.



If this is a valid account, your email is on its way!

Log In

Email

GirlScoutVolunteer@gmail.com

Password

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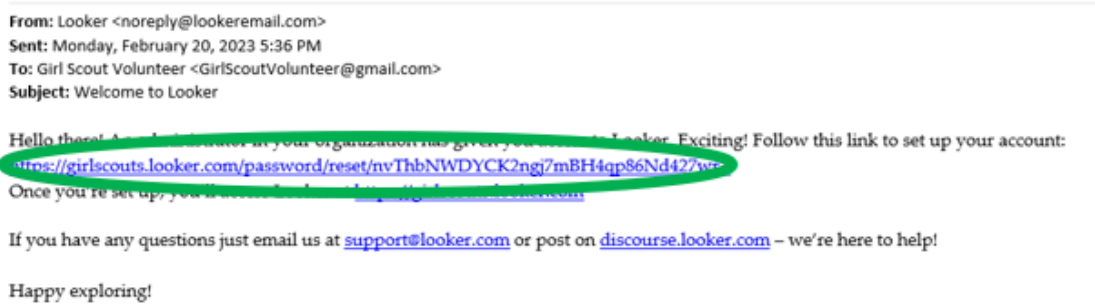
LOG IN

Stay logged in. This is a trusted computer.

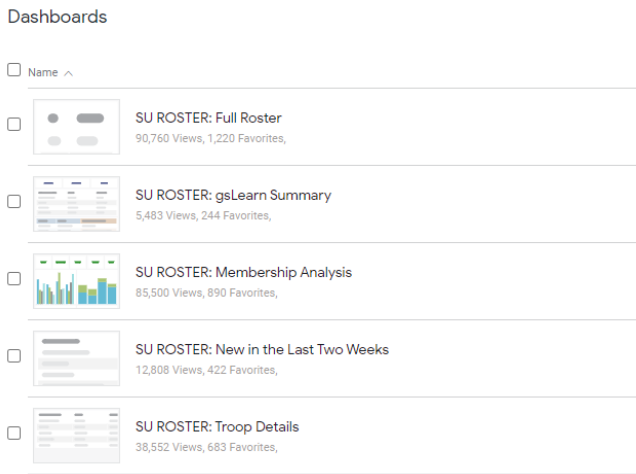
[Forgot your password?](#)



4. Find an email named 'Welcome to Looker' (check your SPAM folder!). Click on the long link in the email message.



5. Set up your first name, last name and password. 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](https://girlscouts.looker.com)



## Definition of Terms:

**Service Unit:** 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.

**Administrative Volunteer:** A volunteer who oversees a function of specific area of council operations, i.e. Service Unit Director, Registrar, Treasurer, or Service Unit Lead – Member & Volunteer Support, Operations, or Programs.

**Troop:** A group of girls with adult leadership engaging in the Girl Scout Leadership Experience.

**Looker:** Online tool for Girl Scout council staff and volunteers to access current membership data and reports.

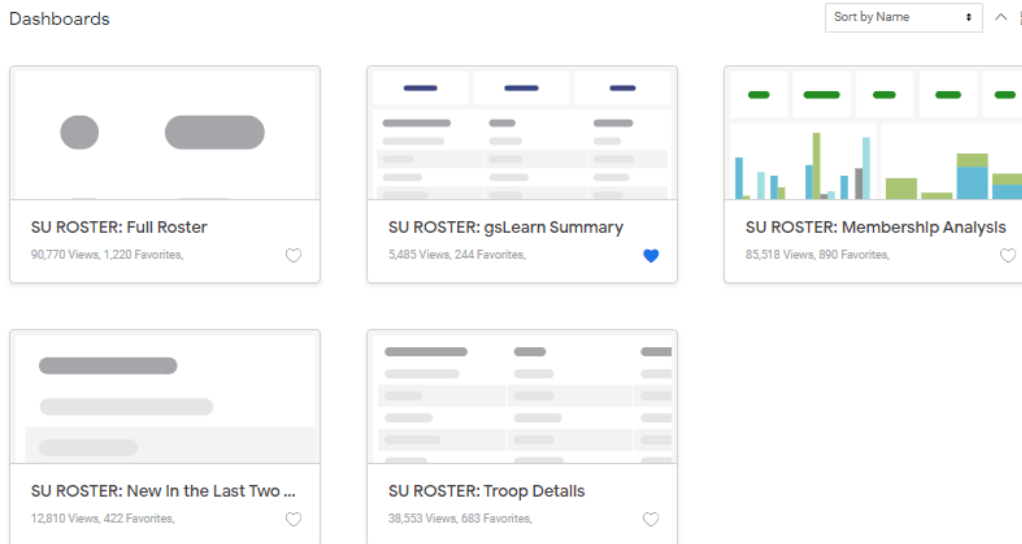
**Girl Scout Membership Year:** October 1 – September 30

**Personally Identifiable Information (personal data):** 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.

**Approved Volunteer:** A member who has passed the designated screening (background, interview, or other) for a specific Girl Scout volunteer role.

## Navigating through the 5 Basic Looker Dashboards for Volunteers:

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





## SU Roster: Full Roster Dashboard

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.

Filters available on the Full Roster Dashboard:

1. Year (Last Year, Current Year, or Next Year)
2. Troop or Group (select one or more)
3. Role Name (select one or more)
4. Member name or email (select one or more)
5. Click Update in the top right corner to see filters applied

SU Roster

### SU ROSTER: Full Roster ♥ 🗨 Update ☰ ⋮

Council Code  Year \*  Service Unit  Troop or Group  Role Name  Role Active Flag  Background check status  Background check expiration  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)  Membership Type

#### Full Roster

Service Unit	Troop/Group	Program Grade Level	Participation Type	Membership Type	Role Name	First Name	Last Name	Salesforce ID	Email	Guardian Email
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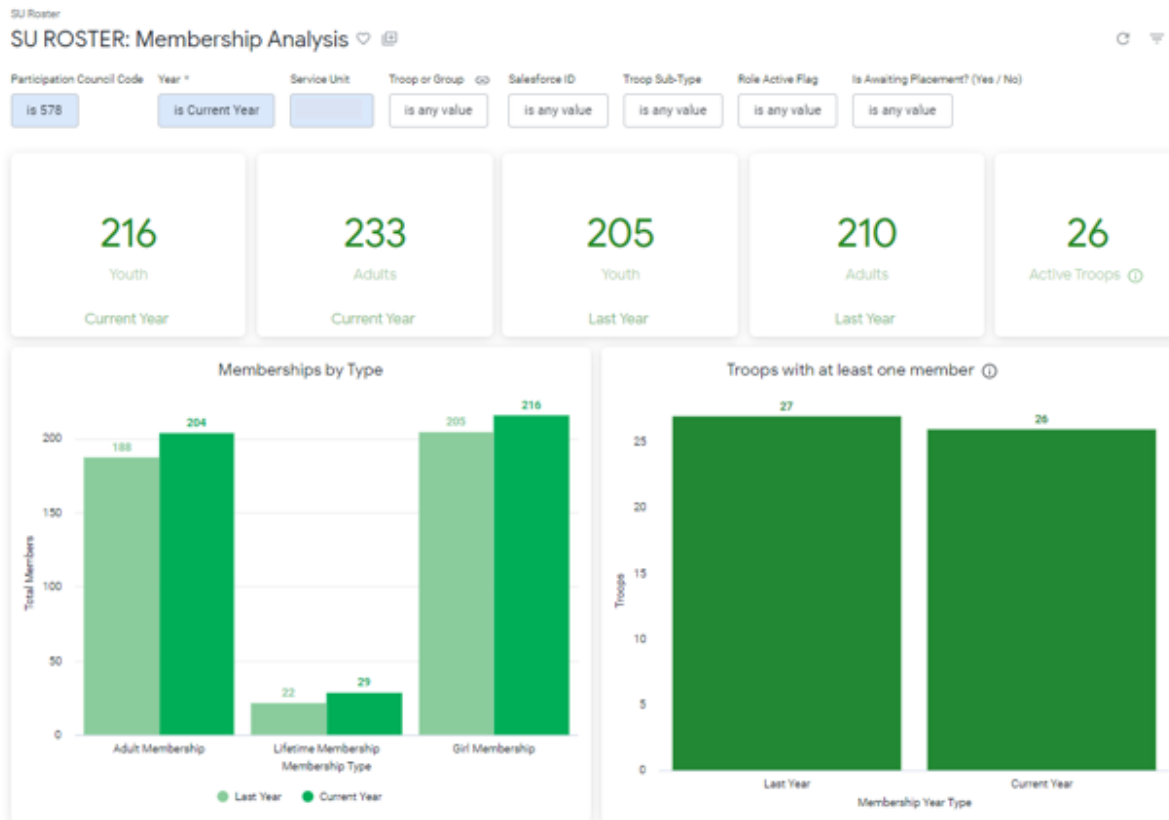


## SU Roster: Membership Analysis

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

Filters available on the Membership Analysis Dashboard:

1. Year (Last Year, Current Year, or Next Year)
2. Troop or Group (select one or more)
3. Role Active Flag
4. Click Update in the top right corner to see filters applied





## SU Roster: Troop Details

Displays troop rosters and information, filtering from last year or by service unit.

Filters available on the Troop Details Dashboard:

1. Troop or Group (select one or more)
2. Youth Assigned
3. Designed # of Youth
4. Display in Catalog
5. Program Grade Level
6. Youth Openings Remaining
7. Click Update in the top right corner to see filters applied

SU Roster

### SU ROSTER: Troop Details



Council Code	Service Unit	Troop or Group	Participation Type	Youth Assigned	Desired # Youth	Display in Catalog	Program Grade Level	Troop Grade	Meeting Days
is 578	is any value	is any value	is any value	is any value	is any value	is any value	is any value	is any value	is any value
Meeting Location	Troop Meeting Location	Zip Code	Troop Sub-Type	Youth Openings Remaining	Troop Start Date	Volunteers Needed to Start	School Association		
is any value	is any value		is any value	is any value	is any time	is any value	is any value		

Troop Details									
Service Unit	Troop/Group	Troop Type	Program Grade Level	Troop Grade	Meeting Frequency	Meeting Days	Meeting Start Time	Meeting End Time	Meetin



## SU Roster 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.




Filters available on the New in the Last Two Weeks Dashboard:

1. Year (Last Year, Current Year, or Next Year)
2. Troop or Group (select one or more)
3. Role Name (select one or more)
4. Is Membership New
5. Click Update in the top right corner to see filters applied

SU Roster

### SU ROSTER: New in the Last Two Weeks



Council Code	Year *	Service Unit 	Troop or Group 	Role Name 	Role Active Flag	Troop Sub-Type	Is Membership New?	Is Awaiting Placement? (Yes / No)
is 578	is Current Year	is any value	is any value	is any value	is any value	is any value	is any value	is any value

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

Service Unit	Troop/Group	Program Grade Level	Role Name	Member Type	Global ID	First Name	Last Name	C
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## SU Roster: gsLearn Summary




Displays course information for your assigned service unit and the supplemental learning from gsEvents, such as Trailblazers.

Filters available on the gsLearn Summary Dashboard:

1. Participation Year
2. Troop (select one or more)
3. Event Name (select one or more)
4. Course Title (select one or more)
5. Course Completion Flag
6. Role Name (select one or more)
7. Click Update in the top right corner to see filters applied


SU Roster


### SU ROSTER: gsLearn Summary

User Council Code  Service Unit  Troop  Event Name  Course Title  Course Completion Flag  Full Name  Email  Role Name

Participation Year (Only applies to Members List)  User Course Complete Date

**477**  
Total Number of Courses Completed 

**13**  
Total Number of Courses In Progress 

**715**  
Total Number of Courses Assigned But Not Start... 