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 and click Forgot your password?
2. Enter your email address and click on Reset Password.

3. See the following screen and then go to your email mailbox.
4. Find an email named ‘Welcome to Looker’ (check your SPAM folder!). Click on the long link in the email message.

FROM: Looker <noreply@lookeremail.com>
Sent: Monday, February 20, 2023 5:36 PM
To: Girl Scout Volunteer <GirlScoutVolunteer@gmail.com>
Subject: Welcome to Looker

Hello there! We’re excited to have you using Looker to analyze your data and see trends. Exciting! Follow this link to set up your account: https://girlslooker.com/password/reset/ov7bNfYVCK0ng7msB1Hvapa60N442Tc

Once you’ve set up your account, you can log in by navigating to https://girlscouts.looker.com

If you have any questions just email us at support@looker.com or post on discourse.looker.com – we’re here to help!

Happy exploring!

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
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: 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 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: 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