

# GSUSA

## 'LOOKER' ADMINISTRATIVE VOLUNTEER FAQ

### QUICK REFERENCE GUIDE

**SEPTEMBER 2018**

## 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.

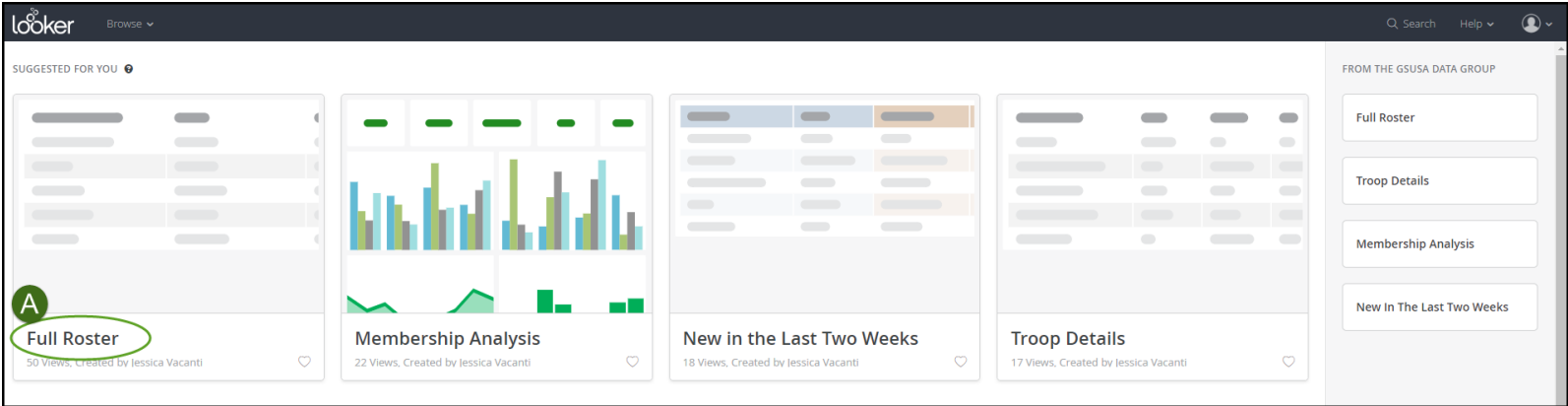
## Definition of Terms

<b>Service Unit</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>Girl Scout Membership Year</b>	October 1-September 30
<b>Administrative Volunteer</b>	A volunteer who oversees a function or specific area of council operations, ie Trainer, Coach, Manager, or Product Sale Liasion.	<b>Personally Identifiable Information (personal data)</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>Troop</b>	A group of girls with adult leadership engaging in the Girl Scout Leadership Experience.	<b>Approved Volunteer</b>	A member who has passed the designated screening (background, credit, interview or other) for a specfic Girl Scout Volunteer role.
<b>Looker</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:



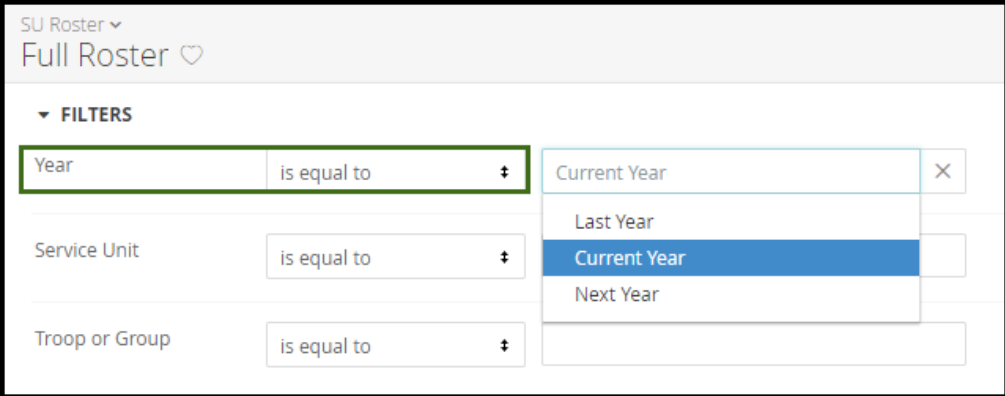
**A. Full Roster** page:

Full Roster (based on year in filter)

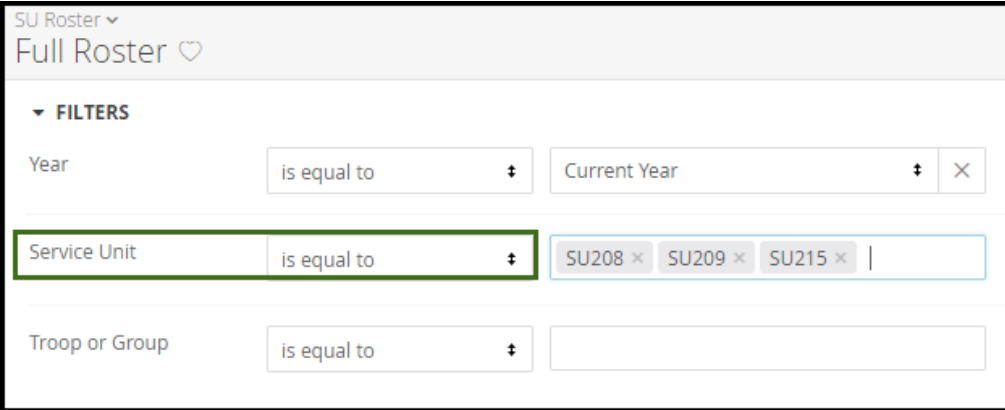
Service Unit	Troop/Group	Membership Type	Position	First Name	Last Name	Email	Does member allow email?	Phone Number	Address Line 1	City	State Name (Abbr.)	Zip Code	Name (School)	Girl Grade	Position Active Date	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does member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

**Full Roster** page Filters:

- 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:

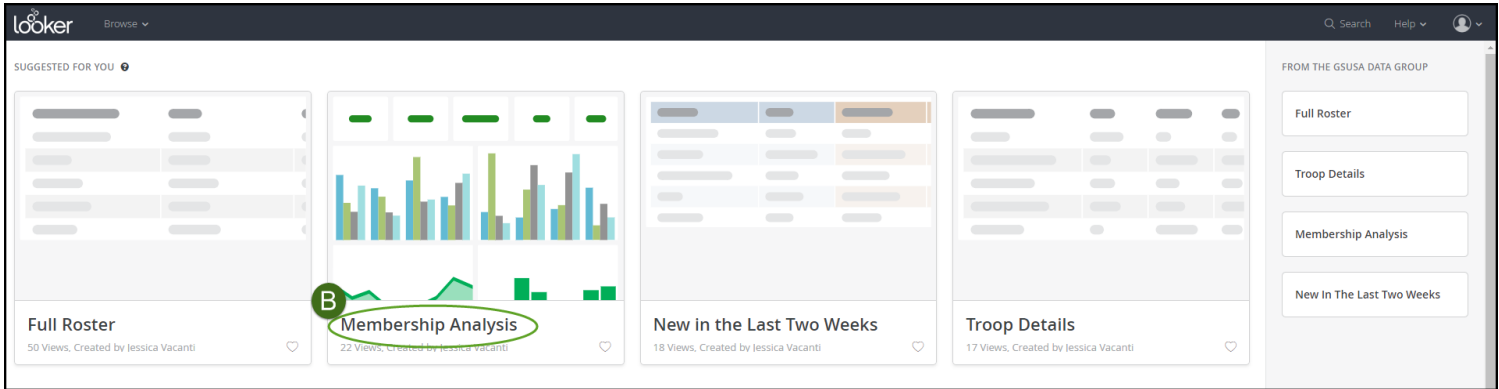
Service Unit	Troop/Group	Membership Type
1 SU209	Troop01640	Adult Membership
SU209	Troop00603	Adult

4. Click RUN to see Filters get applied:

After selecting Filter values, Click Run.

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	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Durham	NC	27713	Not Applicable	Adult	2018-08-08	Eligible	2021-03-09	Jennifer	Hemmerlein	Y
SU209	Troop01112	Girl Membership	GIRL	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Durham	NC	27713	[REDACTED]	Grade 01	2017-11-07	NOT APPLICABLE		Sarah	Ray	Y

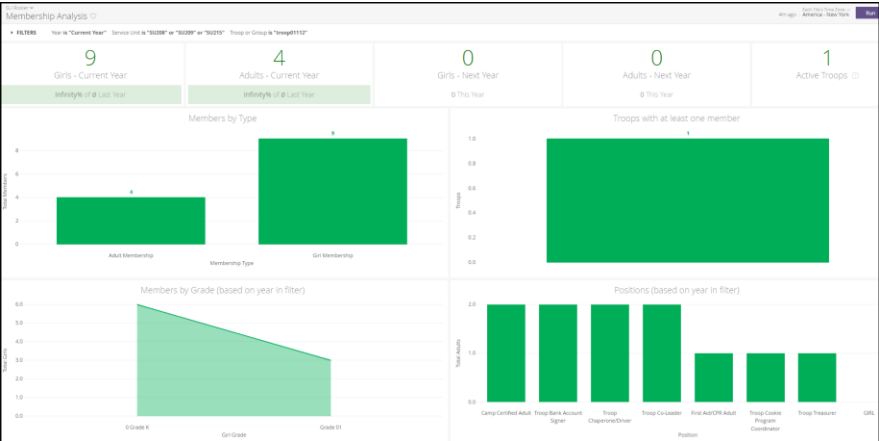
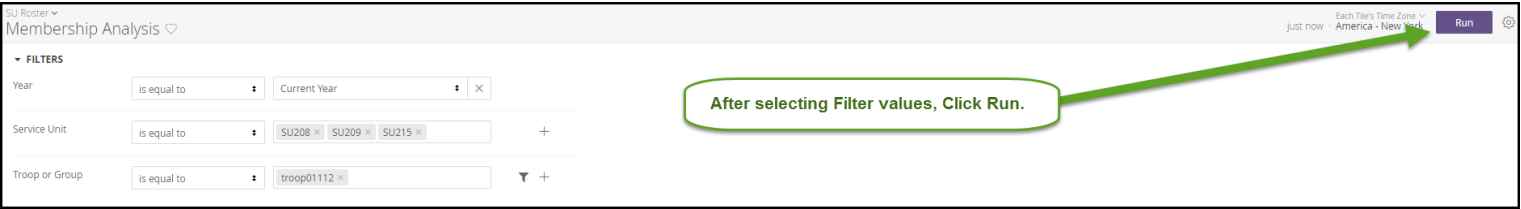
HOME page:



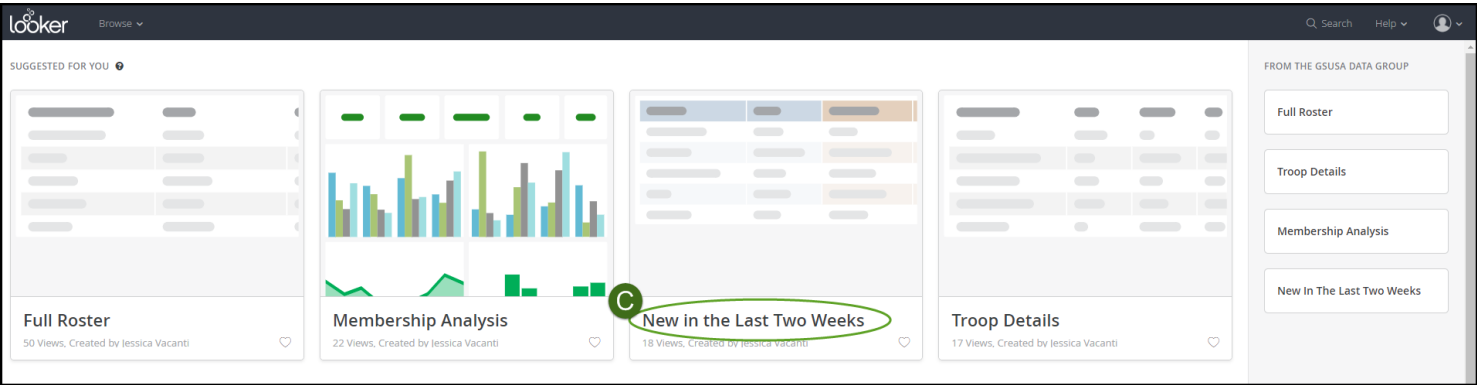
B. Membership Analysis page:

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

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



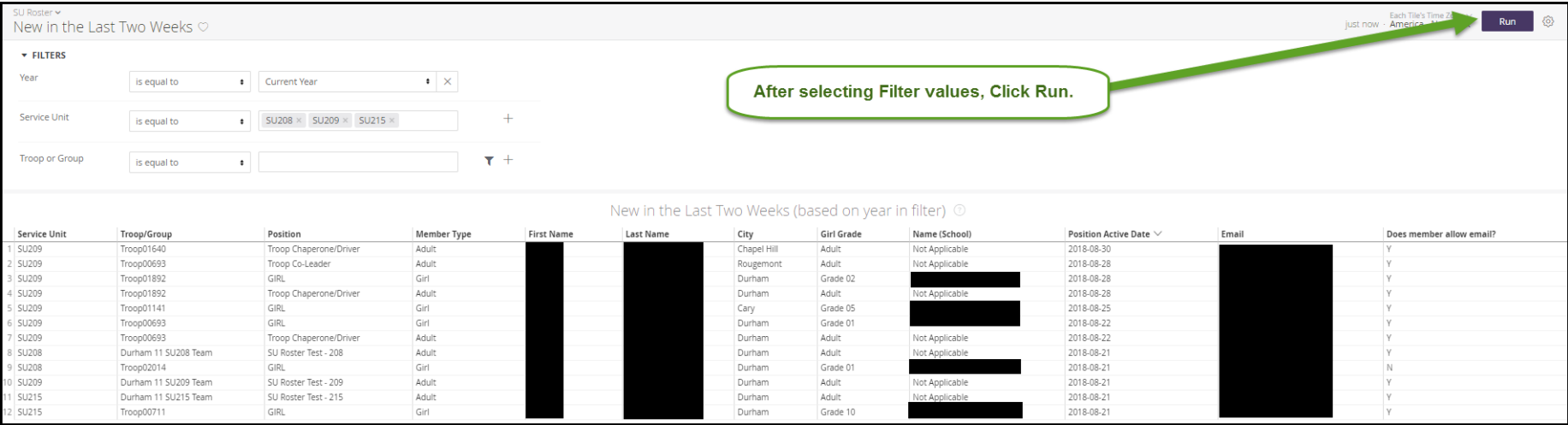
HOME page:



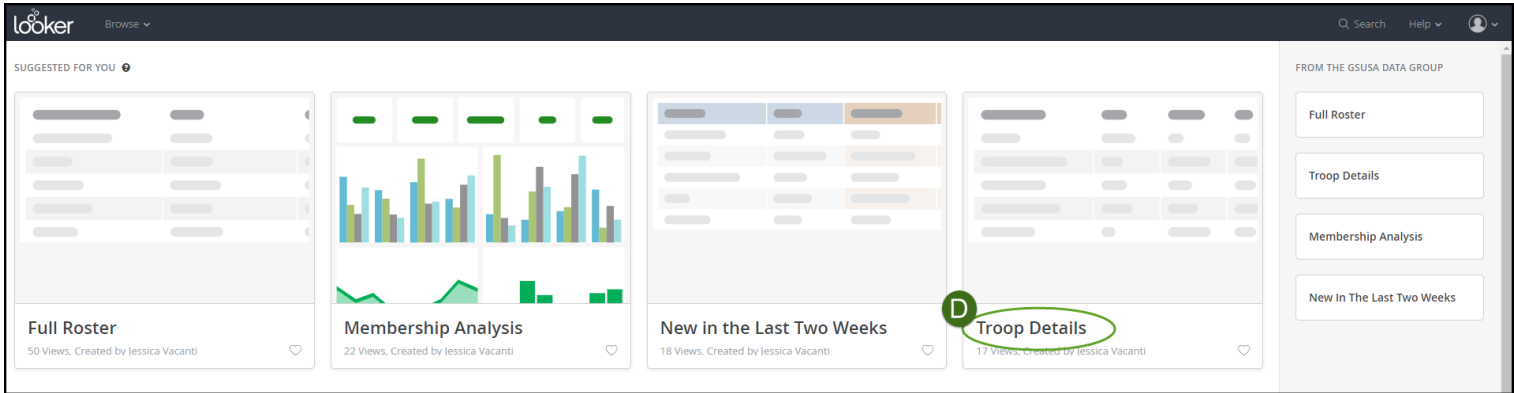
C. New in the Last Two Weeks page:

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

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



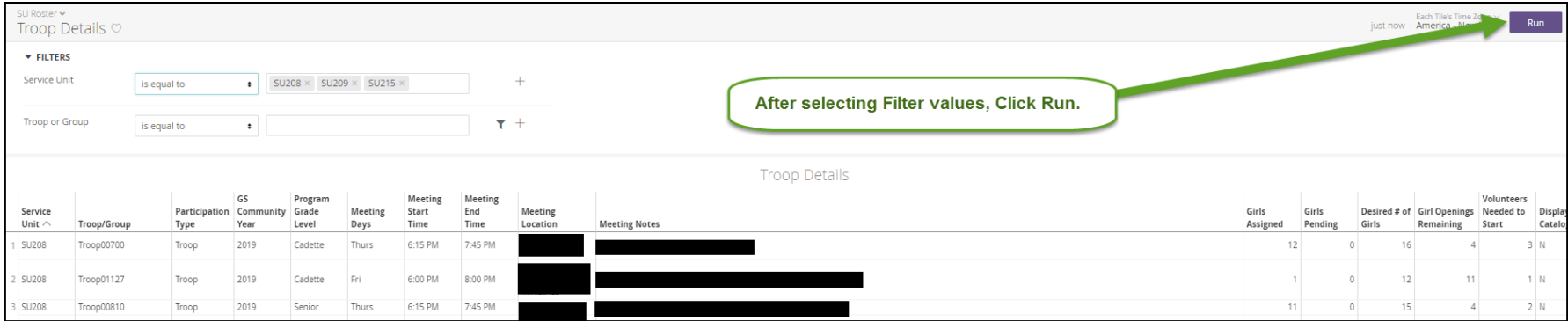
HOME page:



D. Troop Details page:

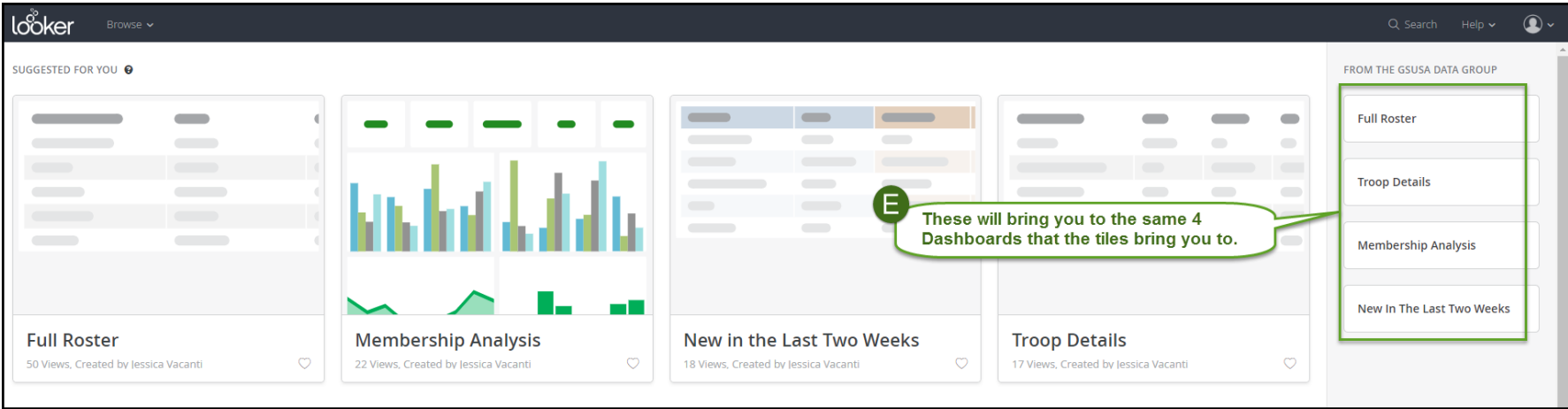
Filters are the same as the Filters on the Full Roster Dashboard (except for the year selection):

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





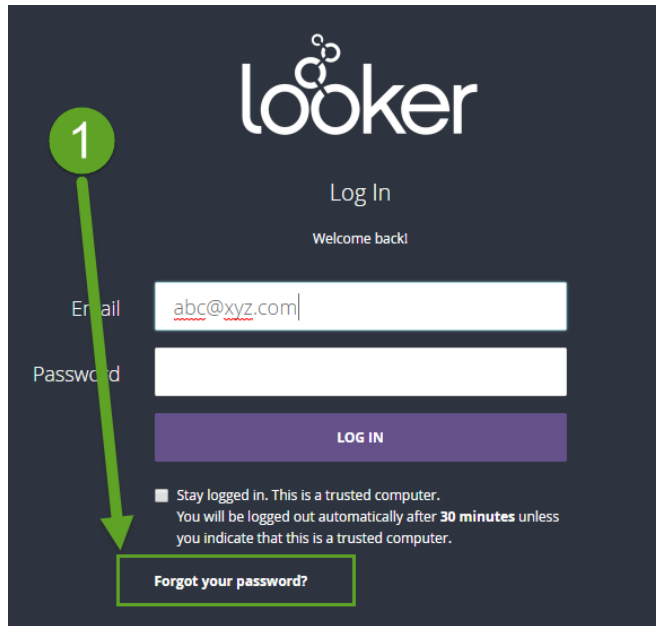
E. **Sidebar** of the HOME page. Each section will bring you to the same 4 Dashboards that the tiles will bring you to.



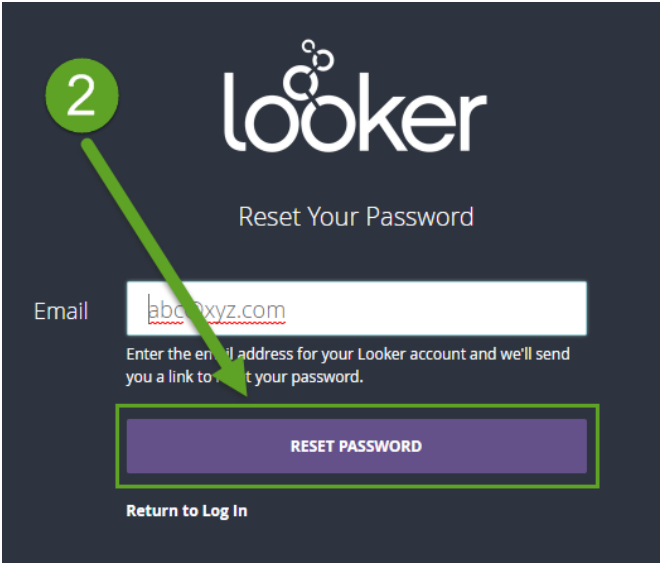
## [How do I set up my account in Looker?](#)

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

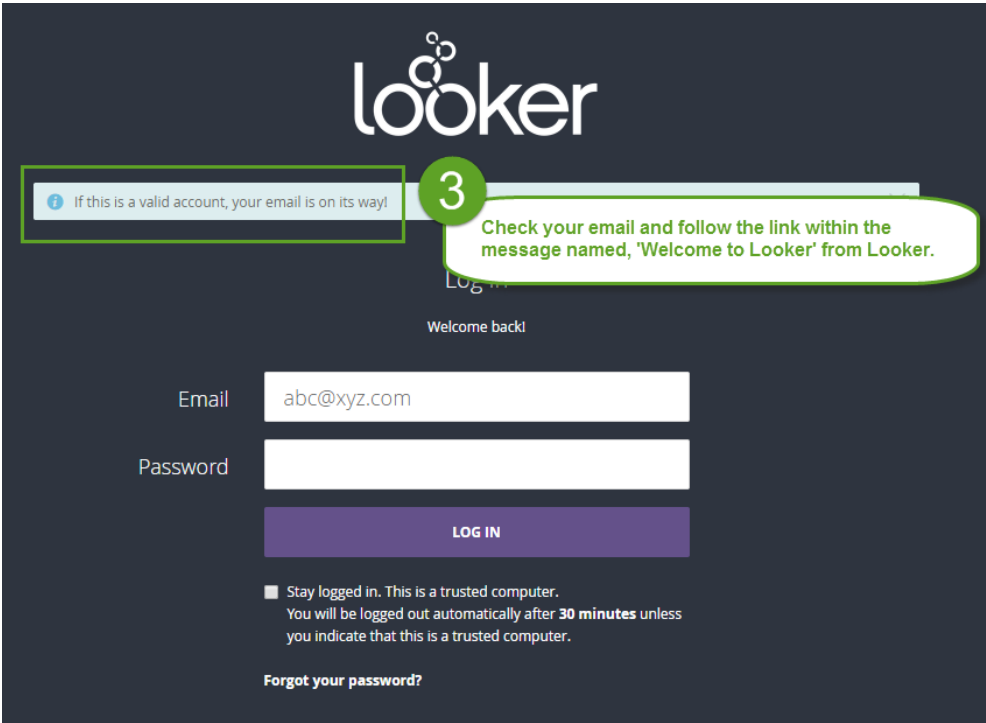
1. Click on 'Forgot your password?'.



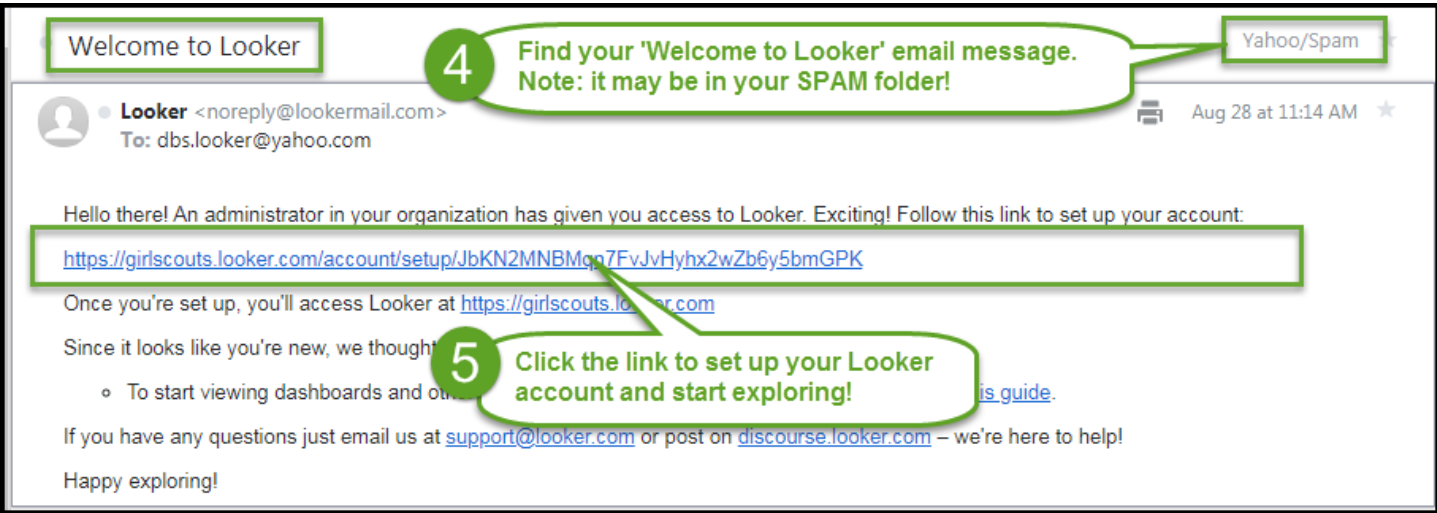
2. Enter your email address, and click on 'RESET PASSWORD'.



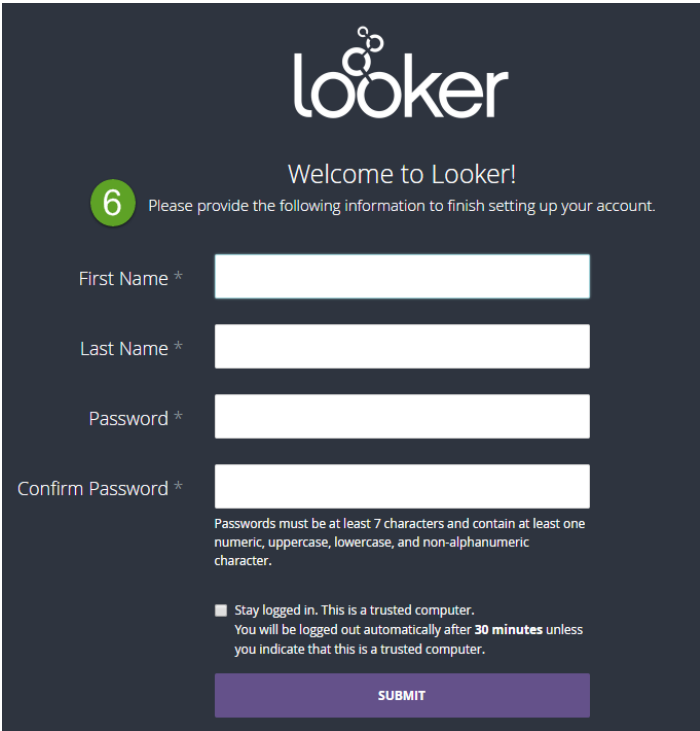
3. See the following screen and then go to your email mailbox.



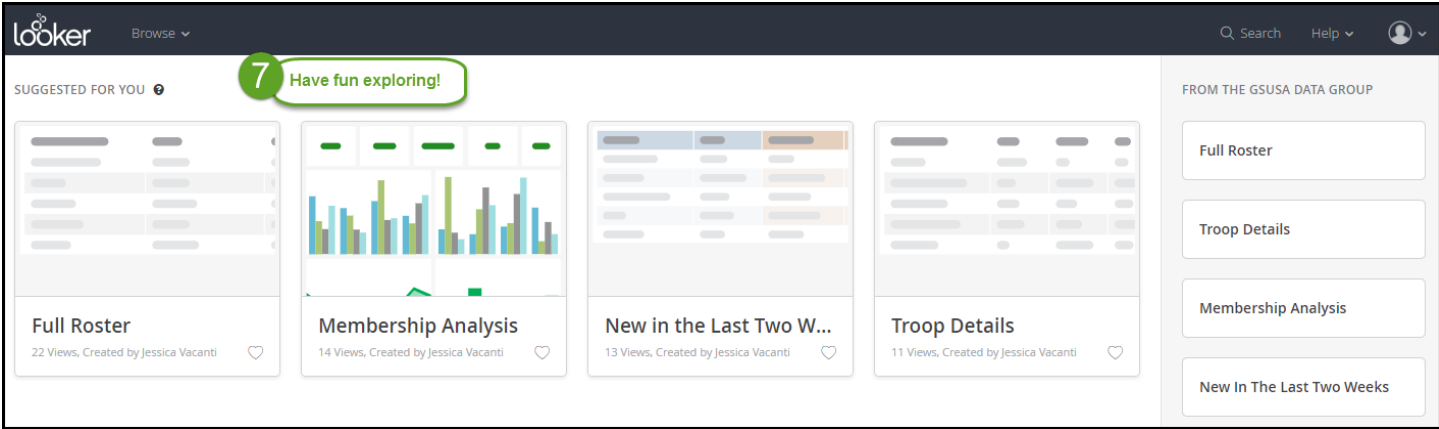
- 4. Find an email named 'Welcome to Looker' (check your SPAM folder!).
- 5. Click on the long link in the email message.



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



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)