## GSUSA 'LOOKER' ADMINISTRATIAVE 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 empoloyees and volunteers to leverage in providing the best possible serivce 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 senistivity 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 membeship 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**

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

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SUGGESTED FOR YOU \varTheta				FROM THE GSUSA DATA GROUP
	-	_	-	Full Roster
E E Luckel del E E E E				Troop Details
				Membership Analysis
				New In The Last Two Weeks
Full Roster       Membership Analysis       New in the Last Two Weeks       Troop Details         30 Views, Created by lessica Vacanti       22 Views, Created by lessica Vacanti       18 Views, Created by lessica Vacanti       17 Views, Created by lessica Vacanti			Ø	

## A. Full Roster page:

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							Full Ro:	ster (bas	ed on yea	r 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 $\checkmark$	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				Υ			Durham	NC	27705	Not Applicable	Adult	2018-08-28	Eligible	2020-09-07			Ν
4 SU209	Troop01892	Girl Membership	GIRL				Y			Durham	NC	27705	School Not Found	Grade 02	2018-08-28	NOT APPLICABLE	Ø			Y

## Full Roster page Filters:

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

<sup>su Roster</sup> → Full Roster ♡				
▼ FILTERS				
Year	is equal to	ŧ	Current Year	×
			Last Year	
Service Unit	is equal to	ŧ	Current Year	
			Next Year	
Troop or Group	is equal to	\$		

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

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➡ FILTERS					
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		_			
Service Unit	is equal to	ŧ	SU208 × SU209 × SU215 ×		
Troop or Group	is equal to	ŧ			

## 3. Filter on Troop or Group:

<sup>SU Roster</sup> → Full Rost	ter ♡				
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Service Unit	t	is equal to	\$	SU208 × SU209 × SU215 ×	
Troop or Gr	roup	is equal to	+	Тгоор00517 Troop00572 Troop00608 Troop00643	•
Service Unit	Troop/Group		Membership Type Adult Membership	Troop00693 Troop00700 Troop00711 Troop00714	•
	T		Adult	4	- F

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

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								Fu	III Roste	r (based on	year in t	ilter)										:
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 $\checkmark$	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does membe 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	Υ	
5 SU209	Troop01112	Girl Membership	GIRL					Y			Durham	NC	27713		Grade 01	2017-11-07	NOT APPLICABLE	ø	Sarah	Ray	Y	

## HOME page:

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## 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

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#### HOME page:

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Full Roster S0 Views, Created by Jessica Vacanti	Membership Analysis 22 Views, Created by Jessica Vacanti	New in the Last Two Weeks	Troop Details	v	New In The Last Two Weeks

## 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

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Troop or Group	is equal to	•	T	+							
					New in the Las	st Two Weeks (I	based on yea	r in filter) 💿			
Service Unit	Troop/Group	Position	Member Type	First Name	Last Name	City	Girl Grade	Name (School)	Position Active Date $\vee$	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:

GGESTED FOR YOU 😡					FROM THE GSUSA DATA GROUP
					Full Roster Troop Details
Full Roster 50 Views, Created by Jessica Vacanti	Membership Analysis 22 Views, Created by lessica Vacanti	Troop Details	>		Membership Analysis

## 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

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Troop or Gr	oup	is equal to						T	+			After selecting Filter v	Values, Click Rull						
												Troop Details							
Service Unit $\wedge$	Troop/Group	Part Type	rticipation	GS Community Year	Program Grade Level	Meeting Days	Start		Meeting Location	Meeting Notes				Girls Assigned	Girls Pending	Desired # of Girls	f Girl Openings Remaining	Volunteers s Needed to Start	
1 SU208	Troop00700	Troc	юр	2019	Cadette	Thurs	6:15 PM	7:45 PM						12	: 0	16	. 4	4 3	3 N
2 SU208	Troop01127	Troc	юр	2019	Cadette	Fri	6:00 PM	8:00 PM						1	0	12	2 11	1 1	1 N
3 SU208	Troop00810	Troc	юр	2019	Senior	Thurs	6:15 PM	7:45 PM						11	0	15	. 4	4 2	2 N

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

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SUGGESTED FOR YOU \varTheta		FROM THE GSUSA DATA GROUP
		Full Roster
= = to dat dd.	These will bring you to the same 4	Troop Details
	Dashboards that the tiles bring you to.	Membership Analysis
		New In The Last Two Weeks
Full Roster Membership Analysis	New in the Last Two Weeks Troop Details	
50 Views, Created by Jessica Vacanti	18 Views, Created by Jessica Vacanti 🛇 17 Views, Created by Jessica Vacanti 🛇	

# How do I set up my account in Looker?

# Navigate to: girlscouts.looker.com

1. Click on 'Forgot your password?'.

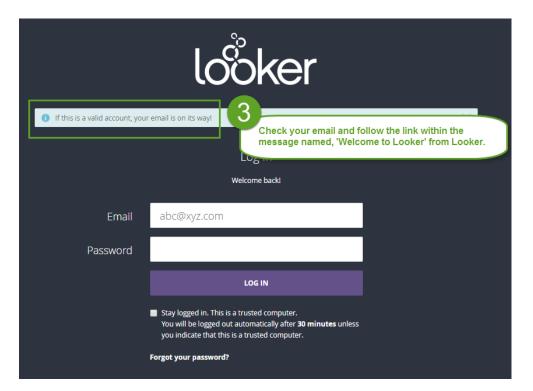
1	looker	
Ĭ	Log In	
	Welcome backl	
Erail	abc@xyz.com	
Password		
	LOG IN	
↓	Stay logged in. This is a trusted computer. You will be logged out automatically after <b>30 minutes</b> unless you indicate that this is a trusted computer.	
	Forgot your password?	

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



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

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

Welcome to Looker
Hello there! An administrator in your organization has given you access to Looker. Exciting! Follow this link to set up your account: https://girlscouts.looker.com/account/setup/JbKN2MNBMgg7FvJvHyhx2wZb6y5bmGPK
Once you're set up, you'll access Looker at <a href="https://girlscouts.lo">https://girlscouts.lo</a> com Since it looks like you're new, we thought 5 Click the link to set up your Looker • To start viewing dashboards and out Click the link to set up your Looker account and start exploring! is guide.
Happy exploring!

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

	looker	
6 Please p	Welcome to Looker! rovide the following information to finish setting up your	r 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 <b>30 minutes</b> 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.

looker Browse ~				Q Search Help 🗸 💽 🗸
	Have fun exploring!			FROM THE GSUSA DATA GROUP
			:	Full Roster
	հետեն			Troop Details
Full Roster	Membership Analysis	New in the Last Two W	Troop Details	Membership Analysis
22 Views, Created by Jessica Vacanti	14 Views, Created by Jessica Vacanti	13 Views, Created by Jessica Vacanti	11 Views, Created by Jessica Vacanti	New In The Last Two Weeks

8. In the future, you can login to Looker at any time by navigating to **girlscouts.looker.com**