

## Looker Overview: SU Cookie Program Coordinator (SU CPC)

**What is Looker?** Looker is a business intelligence software platform used by many large organizations. Girl Scouts of the USA utilizes it to pull data from different sources and create reports that are made accessible to staff and volunteers across the movement. Girl Scouts of Northeast Texas has decided to give access to these reports to specific service unit team volunteers. Five reports are currently available for volunteers who are granted Looker access.

Report Name	Report Description	How to use it as the SU CPC
Full Roster	A roster list of all members in a given service unit, including current girl members, current adult members, and lifetime members who are registered for the membership year. This report includes contact information, eligibility status, and email and photograph permission information. This information can be updated by troop leaders, parents, or through the Troop Changes Form at <a href="https://gsnetx.org/troopchanges">gsnetx.org/troopchanges</a> .	Use this report to find contact information, including email addresses, for all of the members in your SU. It can be helpful to figure out how to reach the families of members who may need to be contacted about an upcoming cookie rally or other opportunity.  It can also be useful to see the background check status of volunteers in the service unit.
Troop Details	A list of all active troops within the service unit and information about meetings, members, and openings for girls to join. This information can be updated through the Troop Update Form at <a href="https://gsnetx.org/troopupdate">gsnetx.org/troopupdate</a> .	Use this report to see which troops are likely to be selling cookies this membership year.
New in the Last Two Weeks	A list of all girl and adult members who have joined for the current membership year or who have added a new volunteer role in the past two weeks.	Use this report to see if anyone is newly registered or renewed that might need cookie information.
Membership Analysis	A visual analysis showing a year over year comparison of number of girls, adults, and active troops as well as number of volunteers by position and girls by grade of current membership year.	Use this report as a visual way to get into any of the girl or adult rosters (by hovering and click on any of the numbers) and checking to see the current number of active troops in your SU.
gsLearn Summary	A list of all trainings for volunteers in the SU in gsLearn, including those completed, in progress, and assigned. All future training completions will be found here.	Use this report to see if volunteers have completed required training or enrichment training. <b>*This report is currently updated manually by GSUSA by the 5<sup>th</sup> of each month.</b>

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**Important Things to Know:**

- For most reports, Looker information is updated overnight each night. If someone renews their membership or takes a training, it won't be reflected in Looker until the following day. The data is updated by GSUSA every 24 hours so that you have access to the latest information.
- The gsLearn report is currently being updated manually one time per month by Girl Scouts of the USA, by the 5<sup>th</sup> of the month.
- The information in Looker is only as accurate as it is in our membership system. If someone's information needs updated, they can log in and update it themselves or reach out to GSNETX for assistance.
- The Looker reports are standardized on the national level so there is not a way to change them. You can, however, download the report and sort the information or use the report Filters to change the information that you see.
- Please do not share your Looker login information or downloaded data with others. Each individual member needs to complete the GSNETX Volunteer Agreement and be given their own login credentials.
- Once you have been given access, Looker Access is now a volunteer role on your MyGS account. You can renew it when you renew your membership and volunteer roles each year and GSNETX will also audit this list on a regular basis. So long as you stay in one of the designated SU roles, you can keep your Looker access.
- The information accessed through Looker should only be used for Girl Scout purposes and should not be shared with others. Mishandling of information could result in the loss of Looker access and potentially other Girl Scout volunteer roles.

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**Are you a SU Cookie Program Coordinator that needs help getting Looker access?**

1. In order to gain Looker access, be sure you have a current membership and background check.
  2. Complete the GSNETX Volunteer Agreement including the Confidential Information clause:  
<https://gsnetx.formstack.com/forms/volunteeragreement>.
  3. Reach out to [susupport@gsnetx.org](mailto:susupport@gsnetx.org) to be granted Looker access.
  4. Go to <https://girlscouts.looker.com/> to log into Looker.
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