

Looker Quick Sheet for Spring Renewal

Updated Sign-On for Looker as of March 10, 2025

1. Visit <https://girlscouts.looker.com/login> to log into the update
2. Ignore the Authenticate button and click on **Alternate login page (email/password)**
3. Enter your **email associated with your myGS account** and password and check the box to **Stay logged in**.

AUTHENTICATE

Stay logged in. This is a trusted computer.
You will be logged out automatically after a short while unless you indicate that this is a trusted computer.

Alternate login page (email/password)

All Renewed Girls

1. Navigate to the Full Roster report and ensure that Year is set to **Current Year**
2. Update filter: Membership Type to **Girl Membership**

Year *

is Current Year

Membership Type

is Girl Membership

3. Update filter: Is Member Renewed for Next Year? to **Y**

Is Member Renewed for Next Year?

Y X ▼

4. Click **Update** and run the report

Update ↻ ≡ ⋮

Target by Program Level

1. Navigate to the **Troop Details** report and update filter: **Program Grade Level**. Select from the dropdown



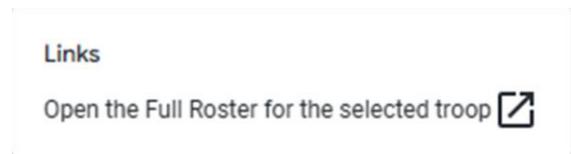
2. Click **Update** and run the report



3. Click on the three dots next to three troop name under **Troop/Group** column to open specific troop renewal information

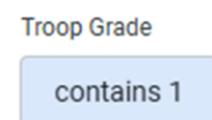


4. Click the arrow to open the troop member details in the Full Roster report



Target Bridging 1st Grade Troops for Girl Scout Experience Box

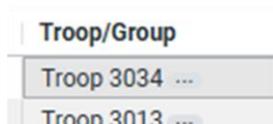
1. Navigate to the Troop Details report and update filter: Troop Grade contains 1. This ensures that all eligible troops are pulled in, including multi-levels.



1. Click **Update** and run the report



3. Click on the three dots next to three troop name under **Troop/Group** column to open specific troop renewal information



4. Click the arrow to open the troop member details in the Full Roster report

