

2025 Looker Guide

To access Looker, SU Leads and Data Management Coordinators must have:

- ✓ 2025 Membership
- ✓ Background Check
- ✓ 2025 Volunteer Agreement
- ✓ Non-Disclosure Agreement
- ✓ Lead or DMC role selected in myGS

Use this guide to navigate Looker, our Girl Scout reporting platform, and effectively support your Service Unit, troops, and girls.

Using Looker Reports

- Full Roster
- Troop Details
- gsLearn Summary
- New in the Last Two Weeks
- Membership Analysis
- Contact Lists

Tools and Tips

- Filter Glossary
- Saving Reports with Custom Filters
- Downloading Data



Do not share data with individuals who are not registered and background screened

Full Roster Report

Use this report to:

- Review New and Renewed members
- Pull roster for individual troops
- Check volunteer background status
- Pull SU troops by Program Level
- Pull volunteers by role and troop

Membership Details

To See New Members

1. Is Membership New? – Yes
2. Update

To See Renewed Members

1. Is Member Renewed for Next Year? – Yes
2. Update

To See Renewed Girls and Troop Leaders Only

1. Is Member Renewed for Next Year? – Yes
2. Role Name – Troop Leader, Girl
3. Update

To See all the Juliettes in the SU

1. Participation Type – IRG
2. Update

Background Checks

To See Volunteers who are not Background Checked

1. Background Check Status – Sent to Vendor
2. Update

To See Volunteers with Upcoming Expiring Background Check

1. Background Check Status – Expired
2. Background Check Expiration – is in the year- 2025 or in in range select date in dropdown calendar
3. Update

Troop Details Report

Use this report to:

- Pull troops with open spots
- View troops by school
- See forming and existing troops in need of Leaders
- Ensure troop meeting time and locations are accurate

Troops with Open Spots

To See Troops Displayed in the Online Participation Catalog

1. Youth Openings Remaining – greater than – 0
2. Display in Catalog – Yes
3. Update

To See Troops that are not Displayed in Online Participation Catalog

Youth Openings Remaining – greater than – 0
Display in Catalog – No
Update

Troops by School or Grade

Troops by School

1. School Association – is – select school dropdown list
2. Update

Troops by Grade

1. Troop Grade – is – select school dropdown list
2. Update

Troops in Need of Leader(s)

To See Forming Troops

1. Troop Formation Status – is – Pending
2. Update

To See Existing Troops

1. Troop Formation Status – is – Support Needed
2. Update

Troop Details Report

Use this report to:

- Pull troops with open spots
- View troops by school
- See forming and existing troops in need of Leaders
- Ensure troop meeting time and locations are accurate

Meeting Information

To See Troops with No Meeting Information

- Meeting Days – is – TBD
- Update

To Check Troops Meeting Information

- Run report with no additional filters

Contact Lists Report

Use this report to:

- Pull simple and streamlined lists of data
- Filter by troop, role, and program level
- Easily see breakdown of girl and adult members in the SU

gsLearn Summary Report

Use this report to:

- Confirm completed trainings for travel, Cookie Season, and other requirements
- Track the onboarding progress of new Leaders
- Review completed and pending trainings by troop and role
- See troops that have opted into receiving Girl Scout Experience Boxes

Required New Leader Courses

- 622 Mandated Reporter Training for Volunteers
- 622 Girl Scout Essentials for New Leaders or 622 Girl Scout Essentials for New Leaders Webinar
- 622 Discovering Daises, 622 Blasting into Brownies, 622 Jumping into Juniors or 622 Jumping into Juniors Webinar, 622 Cruising into Cadettes, 622 Soaring into Seniors and Ambassadors
- 622 Managing Troop Finances for Troop Leaders, Troop Treasurers and Signers

Girl Scout Experience Boxes

To See Troops that have opted in to receive Experience Boxes

1. Event Name - contains - Experience Box
2. Update

New in the Last Two Weeks Report

Use this report to:

- See girls and adults who joined or renewed in the last two weeks

To New Members in the Last Two Weeks

1. Is Membership New? – Yes
2. Update

To Renewed Members in the Last Two Weeks

1. Is Membership New? – No
2. Update

Membership Analysis Report

Use this report to:

- See year-over-year data including membership data, number of troops per program level and number of girls by grade
- Pull New and Renewed Membership numbers

To See New Membership Numbers

1. Is Membership New? (Yes/No) – Yes
2. Update

Membership Numbers- Renewed

1. Is Membership New? (Yes/No) – No
2. Update

Filter Glossary

Background Check Status

- **Eligible:** The volunteer has an active Background Check and can supervise girls, handle money, and manage product.
- **Expired:** The volunteer's Background Check is no longer active. They must resubmit the Background Check before supervising girls, money, or product. Email Customer Care with the subject line "Background Check," and GSOC staff can send a new link to the volunteer.
- **Not Applicable:** This status applies to roles that do not require a Background Check (e.g., Delegates) and is also displayed for girl members.
- **Sent to Vendor:** The Background Check link has been sent to the volunteer but has not yet been completed. Links are valid for 48 hours and must be resent by GSOC staff if expired.

Desired # of Girls

The total number of spots the troop has available, as indicated in the Girl Scout system.

Display in Catalog

- **Yes:** The troop is visible in the Participation Catalog, the online list of open troops for families to join.
- **No:** The troop is not displayed in the Participation Catalog. However, this does not necessarily mean the troop does not have room for more girls.

Is Awaiting Placement? (Yes/No)

- **Yes:** The girl is registered and linked to the Service Unit but not yet placed in a troop. Additional support is required to help with placement. GSOC New Member Specialists reach out weekly to those Awaiting Placement and offer troop options. This status often occurs when a parent forgets to select a troop during registration.
- **No:** The girl is registered and properly linked to a troop within the Service Unit.

Filter Glossary

Participation Type

- **IRG:** Individually Registered Girl or a Juliette, a girl who is actively registered as a Girl Scout but not linked to a specific troop.
- **Job Assignment:** Any adult within the Service Unit holding a volunteer role.
- **Service Unit:** An adult member affiliated with the Service Unit but not a specific troop; often Lifetime Members.
- **Troop:** A member, whether girl or adult, linked to and participating in a troop.

School Association

A dropdown list showing all schools within the Service Unit boundaries, as recorded in the Girl Scout system.

Troop Formation Status

- **Active:** Troops with at least two registered Troop Leaders.
- **Pending:** Troops still forming and in need of Leaders to become fully active.
- **Support Needed:** Existing, established troops that lost a Leader and require support; these are not new troops.

Troop Start Date

The date the troop number was created in the Girl Scout system:

- **10/01:** Troops formed in the fall or winter (August–March).
- **4/01:** Troops formed during the Extended Year season (April–July).

Filter Glossary

Troop Sub-Type

- #NotApplicable: Traditional troops led by volunteers.
- Staff-Led: Troops led by GSOC staff, usually part of GSOC's Community Programs team, and not present in most Service Units.

Youth Assigned

The number of girls actively registered in a troop.

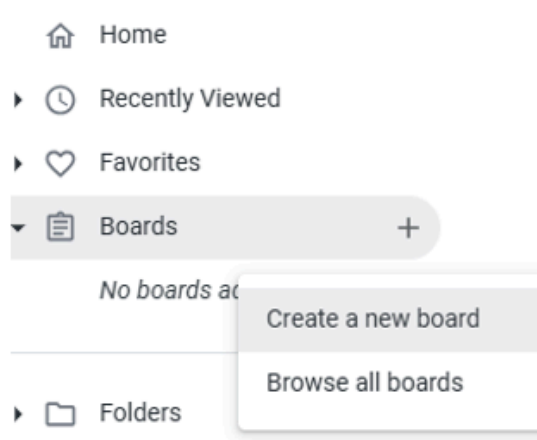
Youth Openings Remaining

The number of open spots available for new girls to join the troop.

Saving Reports with Custom Filters

In Looker, you can adjust filters on a report and save a version with those specific filters applied. This allows you to quickly revisit and use the report without needing to reapply the filters each time. Perfect for frequently used data and reports!

1. From the Looker homepage, click the + next to **Boards** and select *Create a new board*.



2. Name your board. If you get an error message, add your SU number to the name.

Create board ×

Name
Daisies !

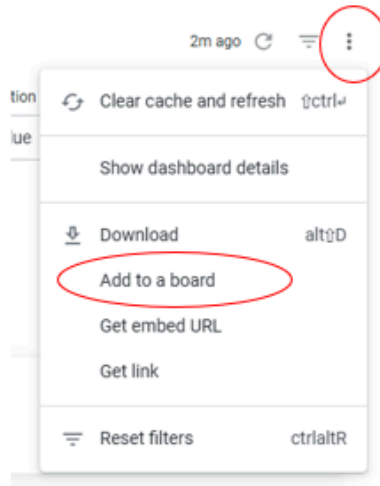
Board with this title already exists.

Create board ×

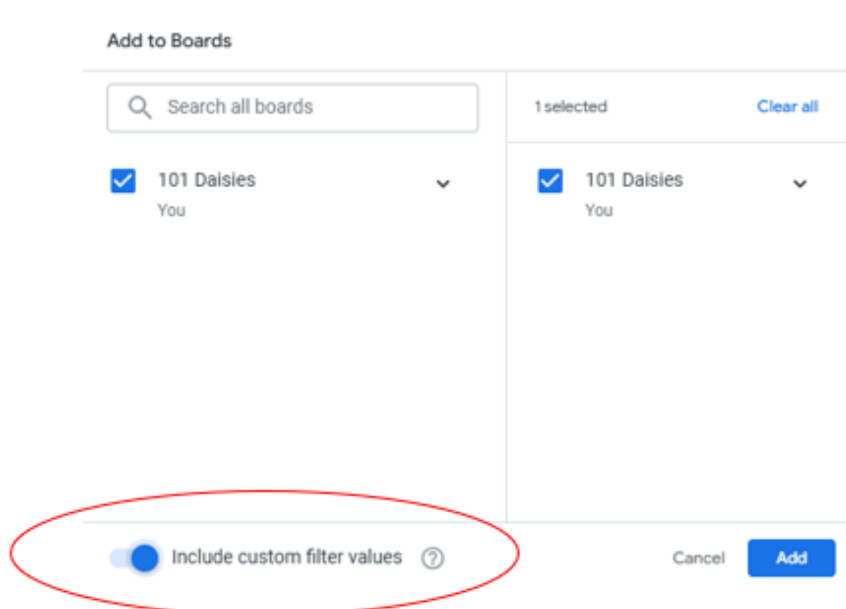
Name
101 Daisies

Saving Reports with Custom Filters

3. Once the board is created, navigate to the report you would like to filter down and save.
4. Add and adjust the report filters as needed. When ready to save, select the three dots icon in the upper righthand corner next to the *Update* icon and select *Add to a board*.



5. Select the board you want to add to and **be sure to include custom filter values**. Select *Add*.



6. The report with the saved custom filters will now be listed under the board.

Downloading Data

To download data in Looker, use the three-dot icon within the report table itself rather than the one in the upper-right corner next to the Update icon. Downloading from the table offers more formatting options and ensures the column headers match the data correctly.

On some reports, the three-dot icon within the table will only appear when you hover over it.

Role Name	First Name	Last Name	Global ID	Does Member Allow Email?	Email	Does Guardian Allow
Not Applicable	Helen					
Adult	Tina					
Members						
Troop Helper	Helen					
Girl	Skylie					Y

1. Select the three dots from within the report table and select *Download data*.
2. A dropdown menu of different formats appear. Excel is the recommended.
3. Download and open.

Download Active Troops with at least 1 Girl Assig

Format
Excel Spreadsheet (Excel 2007 or later)

▶ Advanced data options

Open in Browser

Cancel

Download