



# Member Records Representative

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**What is your favorite  
memory that includes the  
fall?**

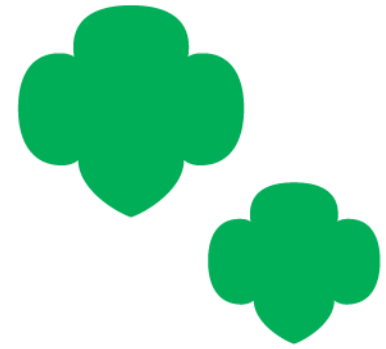
# Member Records Representative



- This position ensures the integrity of troop information and membership. These records need to be updated throughout the year.
  - Back to School/Fall
  - Prior to Cookie Season
  - Early Renewal



# Responsibilities

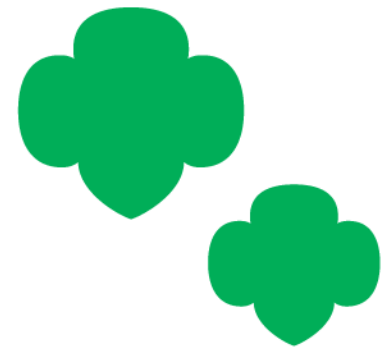


## Keep accurate Troop Records, and Member Records

- Assist team members with the rosters
- Ensure that troop meeting location, times, and days are kept up to date.
- Use the Troop Update Survey to help troops keep their records up to date.
- Ensure that girl/adults names, addresses, phone, emails, school and grades are correct.
- Help your community with renewal



# Looker



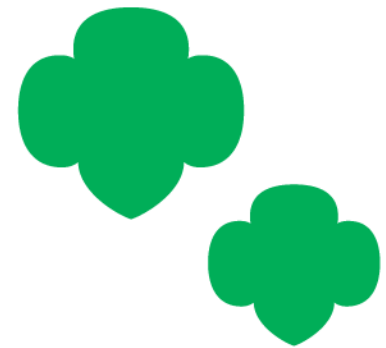
Navigate to: [girlscouts.looker.com](https://girlscouts.looker.com)

- Prov 1. Click on 'Forgot your password?'.

The screenshot shows the Looker login interface. At the top, the Looker logo is displayed. Below it, the text 'Log In' and 'Welcome back!' are visible. There are two input fields: 'Email' containing 'abc@xyz.com' and 'Password'. A purple 'LOG IN' button is positioned below the password field. Underneath the button, there is a checkbox labeled 'Stay logged in. This is a trusted computer. You will be logged out automatically after 30 minutes unless you indicate that this is a trusted computer.' At the bottom of the form, a link labeled 'Forgot your password?' is highlighted with a green box. A green arrow with the number '1' in a circle points from the top left towards this link.



# Looker



The screenshot displays the Looker dashboard interface. At the top left is the Looker logo and a 'Browse' dropdown menu. At the top right are search and help icons, and a user profile icon. The main content area is titled 'SUGGESTED FOR YOU' and features four view cards:

- Full Roster**: 22 Views, Created by Jessica Vacanti
- Membership Analysis**: 14 Views, Created by Jessica Vacanti
- New in the Last Two W...**: 13 Views, Created by Jessica Vacanti
- Troop Details**: 11 Views, Created by Jessica Vacanti

Each card includes a small thumbnail image representing the view's content. To the right of these cards is a sidebar titled 'FROM THE GSUSA DATA GROUP' containing five buttons: 'Full Roster', 'Troop Details', 'Membership Analysis', and 'New In The Last Two Weeks'.



# Troop Update Survey & Disbanding Troop Survey



## Troop Leader Resources & Forms

[Troop Leader Manual](#)

[2017-18 Volunteer Essentials Guide](#)

[Safety Activity Checkpoints](#)

[Survey - Disbanding Troops](#)

[Survey - Invite Girls to Troop/Update Troop Information](#)

[Troop Bank Account Form](#)

[Parent Interest Survey](#)

[Parent Meeting Powerpoint](#)





**Questions?**