100 BLACK MEN OF LOS ANGELES

Program Management System

User Guide

Version 6.0 · March 2026 · https://100bmla.tdgrm.com

1. Overview

The 100 Black Men of Los Angeles Program Management System is a web-based platform for managing the SYF Mentor Program and related initiatives. It is accessible on laptop, tablet, and smartphone with a mobile-optimized interface including a bottom navigation bar, swipe gestures, and bottom sheet menus.

Access the platform at: https://100bmla.tdgrm.com

System Requirements

Works on any modern browser: Chrome, Safari, Firefox, or Edge
Fully optimized for iPhone and Android smartphones
Compatible with tablet and laptop/desktop
Internet connection required — no software installation needed

2. Getting Started

2.1 Registering a New Account

1. Go to https://100bmla.tdgrm.com
2. Tap the Register tab
3. Enter your Full Name, Email, and Password (minimum 6 characters)
4. Select your role: Mentee, Mentor, Guardian, or Executive Board Member
5. Tap Create Account

After Registering

A gold "Account Pending Approval" banner will appear
You will only see the Calendar until your role is assigned
The administrator receives an email notification
You will receive an email and SMS confirmation once approved

2.2 Signing In

6. Go to https://100bmla.tdgrm.com
7. Tap Sign In, enter your email and password, tap Sign In

To reset a forgotten password, tap Forgot password? on the login screen.

2.3 User Roles

Role	Access
Pending	Calendar only — awaiting role assignment.
Mentee	Calendar and own profile.
Mentor	Calendar, participants, attendance, guardians.
Guardian	Calendar and events related to their mentee.
Executive	Dashboard, reports, calendar, and read access to all data.
Coordinator	Full access except Settings and user management. Can create programs, add/edit participants, manage guardians, send SMS.
Admin	Full access including Settings, user management, import data, SMS policy, and reminders.

3. Navigation

3.1 Smartphone — Bottom Navigation Bar

A bottom navigation bar provides one-tap access to the five most-used screens. Tap More (☰) to access additional screens and Sign Out. A red badge on More indicates pending users awaiting approval.

	Tab	Goes To
🏠	Home	Dashboard
👥	People	Participants
📅	Calendar	Calendar
✅	Attend	Attendance
☰	More	Full menu — Guardians, Reports, QR, Import, Settings, Guide, Sign Out

3.2 Laptop / Desktop Navigation

The full navigation menu is visible across the top: Dashboard, Programs, Participants, Calendar, Attendance, QR, Guardians, Import, Learning, Reports, and Settings. A Guide link in the top-right opens this document.

4. Participants

4.1 Adding a Participant

8. Click + Add Participant and select type: Mentee or Mentor
9. Fill in name, contact info, and role-specific fields
10. Select a Program and Cohort Year to enroll them immediately
11. For Mentees: fill in academic info, interests, guardian, and secondary emergency contact
12. For Mentors: set Training Completed status and date
13. Click Save Participant — enrollment is created automatically if a program is selected

New Mentee Fields

Academic: Graduation Year, Starting GPA, Current GPA, Career Goal, College Target, College Bound

Program fit: Interest chips (Education, STEM, Sports, Arts, etc.), Referral Source, T-Shirt Size

Safety: Medical Notes / Allergies, Secondary / Emergency Contact (name, relationship, phone, email)

Attendance Goal: target attendance % shown in reports

Program & Cohort Year

Select a program when adding a participant to enroll them immediately

Cohort year defaults to the current year — change as needed

You can change the cohort year later from the Enrollment modal (click Enroll on any participant row)

A participant can be enrolled in multiple programs via the Enroll button

4.2 Editing a Participant

Click Edit on any participant row to update their information. Program and cohort year changes are made via the Enroll button, not the Edit modal.

4.3 Deleting a Participant

Click the trash icon on a participant row. A confirmation dialog appears. Deleting removes the profile and all enrollment records. Attendance records are kept for historical accuracy.

4.4 Changing Cohort Year

14. Click Enroll on the participant row
15. In the Current Enrollments list, use the year dropdown on the enrollment row
16. The cohort year updates immediately

4.5 Mentor Training Status

Badge	Meaning
✓ Trained (green)	Training completed — completion date stored on profile.
⏳ Training (gray)	Not yet completed — not started or in progress.

5. Calendar & Events

Creating a Single Event

17. Click + New Event, enter title, program, type, date, times, and location
18. Leave Repeat set to Does not repeat, click Save Event

Creating a Recurring Event

19. Complete event details, then select Repeat: Weekly, Every 2 weeks, or Monthly
20. Set end condition: number of occurrences or an end date
21. Click Save Event — all occurrences created automatically, each marked with a repeat icon

Event Cancellation

Cancelling an event automatically sends SMS to all opted-in guardians of enrolled mentees
Recurring events can be cancelled individually without affecting other occurrences

6. Attendance

6.1 Marking Attendance

22. Go to Attendance, select year, program, and event from the dropdowns
23. Use the Mentees / Mentors / All filter buttons to choose who to display
24. Click Present, Absent, Late, or Excused for each participant
25. Click an active status button again to deselect / clear attendance
26. Attendance saves automatically — no Save button required

Attendance Filter Buttons

Mentees (default) — shows only mentees and their counts in the summary bar
Mentors — shows only mentors and updates summary bar to mentor counts
All — shows everyone enrolled (mentees + mentors combined)
The Present / Absent / Unmarked counts always reflect the active filter

6.2 Sorting Attendance

Click the Participant column header to sort A→Z or Z→A by last name. Click the Status column header to sort by attendance status (Present → Late → Excused → Absent → Unmarked). An arrow indicator shows the current sort direction.

6.3 Swipe to Mark (Smartphone)

On a smartphone, swipe a participant row right to mark Present or left to mark Absent — faster than tapping buttons at a live event.

6.4 QR Check-In

27. Go to QR → Event Check-In tab, select the event, click Generate QR Code
28. Display the QR code at the event entrance
29. Staff scan it to jump directly to that event's attendance screen

7. Guardians & SMS

Adding a Guardian

30. Click + Add Guardian, enter name, relationship, mentee, phone, email
31. Set SMS Opt-In Status: Not Set, Opted In, or Opted Out
32. Click Save Guardian

Sending Bulk SMS

33. Click Send SMS in the Guardians screen header
34. Select recipient groups: Guardians (opted-in), Mentors, and/or Mentees
35. Type message (160 characters max), click Send SMS

Automated SMS

Event reminders — sent before each event to opted-in guardians
Event cancellation — sent immediately when an event is cancelled
Account approved — sent when a new user's role is assigned

8. Recruitment QR

The Recruitment QR generates a code linking to a public interest form at https://100bmla.tdgrm.com/recruit.html — no login required.

36. Go to QR → Recruitment tab
37. Click Generate Recruitment QR
38. Display or print the QR code at events and community outreach
39. Prospects fill in name, contact info, interest type, and areas of focus
40. Submissions appear instantly in the Prospects table on the Recruitment tab

Prospect Actions

Add (➕) — opens the Add Participant modal pre-filled with their information; marks them as Added when saved
Dismiss (✕) — marks the prospect as Dismissed without deleting (available on new prospects only)
Delete (🗑️) — permanently removes the prospect record after confirmation

9. Import Data

Bulk upload participants via CSV. Select Mentee or Mentor tab at the top of the Import screen.

9.1 Mentee CSV Columns

Required: first_name, last_name

Optional: email, phone, school, grade, graduation_year, gpa, current_gpa, favorite_subject, career_goal, college_target, college_bound, tshirt_size, referral_source, attendance_goal, interests (semicolon-separated), medical_notes, guardian_name, guardian_relationship, guardian_phone, guardian_email, guardian2_name, guardian2_relationship, guardian2_phone, guardian2_email, sms_opt_in

Phone Number Format

Any format accepted: 2135551234, (213) 555-1234, or 213-555-1234
Stored as 10 digits (Twilio format), displayed with dashes in the app
Fields containing commas (like interests) must be quoted in the CSV

9.2 Mentor CSV Columns

Required: first_name, last_name

Optional: email, phone, occupation, employer, skills, hobbies, training_complete (yes/no), training_date (YYYY-MM-DD), notes

Import Steps

1. Select Mentee or Mentor tab
2. Click Download Template for a pre-formatted CSV with example data
3. Fill in your data and save the CSV
4. Select Program and Cohort Year
5. Click Choose CSV File
6. Review the preview — verify data looks correct
7. Click Commit to Database

Duplicate names are detected and updated rather than creating new records

10. Learning Center

The Learning Center is the in-platform mentor development curriculum. It is accessible to all mentors from the main navigation bar (🎓 Learning) and is designed for self-paced professional learning.

10.1 Overview

The Learning Center presents the Mentor Development Curriculum across four pillars — each covering a different dimension of effective mentoring. Progress is saved automatically to your account and visible to the program coordinator.

The Four Pillars

Pillar I — The Mentor Mindset: Who great mentors are and how they think (2 modules, 3 hrs)

Pillar II — The Mentoring Relationship: Trust, communication, and goal setting (3 modules, 4.5 hrs)

Pillar III — Serving African American Males: Cultural competency applied to our program (3 modules, 4 hrs)

Pillar IV — Life Domain Coaching: Academic, career, financial and civic development (2 modules, 3 hrs)

10.2 Completing a Module

41. Click any Pillar card from the Learning Center home screen
42. Select a module to open the card reader
43. Use Next / Previous buttons or dot navigation to move between cards
44. At the final card, type your written reflection and click Submit & Complete Module
45. Completed modules show a ✓ badge and display a preview of your reflection

10.3 Progress Tracking

The home screen shows a progress bar for each pillar and an overall completion percentage. Individual module progress (how many cards you have read) is also tracked. All progress is saved to your account in real time — you can close the app and resume where you left off.

Completion Requirements

All 10 modules must be completed — no substitutions

A written reflection is required to mark each module complete

Certificate of Completion issued upon finishing all 10 modules

Reflections are visible to the program coordinator

11. Reports

Select a program and year, click Generate Report. Click Export CSV to download.

Tab	Contents
By Event	Attendance counts and rates per event with visual bar
By Participant	Each participant's attendance rate, sorted highest to lowest
Enrollment	Program enrollment — mentees, mentors, events per year
Mentors	Mentor participation rate across all sessions
Year-over-Year	Compares attendance, enrollment, and events across all years

12. Settings (Admin Only)

12.1 User Management

A red badge on Settings and a Review Required banner alert admins when users are pending approval. Click Review Now to go directly to the User Management tab.

46. Find the pending user at the top of the User Management list
47. Use the role dropdown to assign a role — saves immediately
48. The user receives an email and SMS confirmation
49. To remove a user, click the trash icon on their row

12.2 Reminder Settings

Set hours before an event for first and second SMS/email reminders, triggered automatically via Firebase Cloud Functions.

12.3 SMS Policy

Configure quiet hours, daily message cap per recipient, youth SMS policy, and double opt-in requirements.

13. Firestore Security Rules

These rules must be set in Firebase Console → Firestore → Rules for the platform to function correctly.

Required Firestore Rules

```
rules_version = '2';
service cloud.firestore {
  match /databases/{database}/documents {
    match /prospects/{docId} {
      allow create: if true;
      allow read, update, delete: if request.auth != null;
    }
    match /{document=**} {
      allow read, write, delete: if request.auth != null;
    }
  }
}
```

Required Firebase Storage Rules

```
rules_version = '2';
service firebase.storage {
  match /b/{bucket}/o {
    match /{allPaths=**} {
      allow read, write: if request.auth != null;
    }
  }
}
```

14. Mobile Tips

Navigation

- Use the bottom navigation bar for the five most-used screens
- Tap More (☰) to access Guardians, Reports, QR, Import, Settings, User Guide, and Sign Out
- Red badge on More means users are pending role approval

Attendance at Events

- Swipe right on a participant row to mark Present
- Swipe left to mark Absent
- Use Mark All Present as a starting point, then adjust exceptions
- QR code at the entrance jumps staff directly to the attendance screen

General Tips

- Add participant with program selected = enrolled immediately, no extra step
- Cancelling an event auto-texts opted-in guardians — no manual follow-up needed
- Keep bulk SMS under 160 characters to avoid message splitting
- Run Year-over-Year report before board meetings to show program growth

15. Support

	Contact
Platform URL	https://100bmla.tdgrm.com
Recruitment Form	https://100bmla.tdgrm.com/recruit.html
Admin Email	100BMLA@tdgrm.com
Version	6.0 - March 2026

Password Reset

1. Go to https://100bmla.tdgrm.com
2. Tap Sign In then Forgot password?
3. Enter your email and tap Send Reset Link
4. Check your email including spam/junk folder