ARTOCEANS TRUST • WEBSITE OPERATIONS GUIDE

Gallery & Hero Media Administrator Manual

Standard Operating Procedure for Managing External Media Links, Trimmed Video Clips, and Homepage Floating Bubbles via `gallary-admin.php`

1. System Architecture Overview

The Artoceans media showcase operates without a traditional SQL database. All gallery entries and homepage hero bubble selections are stored in a structured flat-file spreadsheet (`gallery_data.csv`) and fetched externally from Google Drive, YouTube, Vimeo, Facebook, Instagram, or direct web links so hosting storage remains free of heavy media files.

File Name	Role & Responsibility	Server Requirement
`gallary-admin.php`	Password-protected administrator dashboard to add, edit, delete, or toggle media items for the homepage hero stage.	Standard PHP execution (`644`)
`gallery_data.csv`	Central CSV datastore holding section, discipline, media type, normalized URL, clip timestamps, and hero status.	Must be writable (`chmod 666`)
`gallary.php`	Public 11-section cultural archive with instant discipline filtering and full-screen lightbox playback.	Standard PHP execution (`644`)
`index.php`	Main Trust homepage; dynamically loads every item marked **Yes** for Hero Bubble into the glossy circular stage.	Standard PHP execution (`644`)

2. Logging In & Security Controls

1. **Open the Admin Portal:** Navigate in your browser to `https://artoceans.ueuo.com/gallary-admin.php` (or click *Gallery Admin* in the website footer).
2. **Authenticate:** Enter your administrator password (default configured password: `piracyisillegal`) and click **Open Media Manager**.
3. **Changing the Password:** To update the password, open `gallary-admin.php` in a text editor, modify line 3 (`$admin_pass = "your_new_password";`), and re-upload via FileZilla.
4. **Session Sign-Out:** Always click the red **Logout** button in the top-right navigation bar after completing updates on shared computers.

3. Step-by-Step: Adding Pictures & Videos

Use the top form card titled **Add Picture or Video** to publish new items simultaneously to the public gallery and, optionally, to the homepage hero carousel.

1. **Select Gallery Section:** Choose which of the 11 Trust sections the item belongs to (listed in Section 4). Clicking a floating bubble on the homepage jumps directly to this section in `gallary.php`.
2. **Select Discipline / Category:** Tag the entry under *Fine Art*, *Odissi Dance*, *Theatre*, *Rangoli*, *Tabla*, *Classical Instruments*, or *General / Trust*.
3. **Choose Media Type:** Select *Picture* for Google Drive images or direct image links, *YouTube Video / Short* for YouTube clips, or *Other Video* for Google Drive videos, Vimeo, Facebook, Instagram, or direct `.mp4` files.
4. **Enter Title / Caption:** Provide a concise, descriptive caption (for example, *Annual Odissi Recital 2026* or a faculty member's name and designation).
5. **Paste Media Link / URL:** Paste the share link directly. The system automatically converts standard Google Drive and YouTube sharing links into embeddable endpoints.
6. **Configure Clip Bounds (Videos Only):** Optionally enter **Clip Start (Seconds)** and **Clip End (Seconds)** to play only a specific highlight segment. Leave **Clip End** at `0` to play the full video.
7. **Hero Bubble Toggle & Save:** Leave **Include in Hero Moving Bubble Stage** switched **On** if you want the item to float inside the circular bubbles on `index.php`, then click **Save to Gallery & CSV**.

> **Mandatory Google Drive Permission Rule:** Before pasting any Google Drive image or video link, right-click the file in Google Drive, select **Share**, and change General Access from *Restricted* to **Anyone with the link (Viewer)**. Restricted files cannot be displayed to website visitors.

4. Supported Media Platforms & Link Formatting

Platform / Source	Accepted Link Format	System Behavior & Best Practices
Google Drive Photos	`https://drive.google.com/file/d/FILE_ID/view?usp=sharing`	Automatically converted to high-resolution `thumbnail?id=FILE_ID&sz=w1000` with multi-endpoint fallback.

Platform / Source	Accepted Link Format	System Behavior & Best Practices
YouTube & Shorts	`https://youtu.be/VIDEO_ID` or `youtube.com/watch?v=VIDEO_ID`	Autoplay muted inside hero bubbles; honors exact `Start` and `End` timestamps (e.g., `258` to `268`).
Google Drive Videos	`https://drive.google.com/file/d/FILE_ID/view?usp=sharing`	Converted to Google Drive's `/preview` stream player for lightbox and hero bubble playback.
Vimeo & Direct MP4	`https://vimeo.com/123456789` or `https://.../clip.mp4`	Plays natively in muted loop; direct `.mp4` links support `Start` and `End` trimming via media fragments.
Facebook & Instagram	Public `facebook.com/reel/...` or `instagram.com/reel/...`	Only **public** posts/reels can be embedded by Meta; private or login-walled posts will show unavailable.

5. The 11 Cultural Gallery Sections

Every entry added in `gallary-admin.php` is grouped automatically under its assigned heading in `gallary.php` and linked to a permanent anchor for direct navigation:

Section Name	Direct Anchor	Intended Content
Regular Activities	`gallary.php#sec-0`	Daily/weekly guru-shishya classes, riyaz, sketching, and dance practice.
Occasional Cultural Shows	`gallary.php#sec-1`	Guest recitals, stage performances, and seasonal cultural evenings.
Award Winning Occasions	`gallary.php#sec-2`	Trophies, felicitations, competition honors, and student recognitions.
Portfolio of Faculties	`gallary.php#sec-3`	Photographs, credentials, and performance clips of Gurus and mentors.
Portfolio of Management Key Positions	`gallary.php#sec-4`	Trustees, office bearers, and advisory committee leadership profiles.
Testimonials	`gallary.php#sec-5`	Video feedback and written appreciation from parents, artists, and guests.

Section Name	Direct Anchor	Intended Content
Charitable Activities	`gallary.php#sec-6`	Community outreach, free workshops, and cultural welfare initiatives.
Annual Festival	`gallary.php#sec-7`	Flagship annual festival showcases, exhibitions, and stage productions.
Observations of Special Days	`gallary.php#sec-8`	Guru Purnima, World Dance Day, Independence Day, and festive celebrations.
Special Events	`gallary.php#sec-9`	Seminars, residency camps, and collaborative cultural exchanges.
History of Trust	`gallary.php#sec-10`	Archival photographs and milestones tracing Artoceans' heritage.

6. Managing Existing Entries, Hero Bubbles & Backups

- **Quick Hero Bubble Toggle:** In the *Configured Gallery & Hero Media* table, click the green **Yes (Active)** or gray **No** button in the *Hero Bubble* column to immediately include or exclude an item from the homepage floating bubbles without opening the edit form.
- **Editing an Entry:** Click the blue pencil icon next to any row to load its details into the top form, adjust its title, link, section, or clip seconds, and click **Update Media Entry**.
- **Deleting an Entry:** Click the red trash icon and confirm the prompt to permanently remove the row from `gallery_data.csv`.
- **Downloading CSV Backups:** Click the green **CSV** button in the top navigation bar at any time to download a complete backup copy of `gallery_data.csv` to your computer.

7. Troubleshooting Quick Reference

Symptom	Resolution
"Failed to save to gallery_data.csv"	Connect via FileZilla, right-click `gallery_data.csv` in your site root, select *File permissions*, and set the numeric value to `666`.
Google Drive image shows broken icon	Open the file in Google Drive and verify sharing is set to **Anyone with the link**. Ensure the URL is a file link (`/file/d/...`), not a folder link.
YouTube video shows "Video unavailable"	Open YouTube Studio for that video and ensure **Allow embedding** is checked under advanced distribution settings.
Trimmed YouTube clip plays from 0:00	Ensure **Clip End** is greater than **Clip Start** (in whole seconds, e.g., `258` and `268`) and refresh the homepage using `Ctrl + F5`.