

The Mansa Gallery Owner's Manual: A Complete Guide to Managing Your Site

Introduction

Welcome to your website's official owner's manual. This guide is your central resource for managing the content on the Mansa Gallery website. It explains, in simple terms, which parts of the site you can update yourself through the Shopify admin panel and which parts require a developer to change. It also covers important operational details like how to properly add products and how quickly your changes will appear live.

1. How Quickly Do My Changes Appear on the Website?

When you make a change in Shopify (like updating a product's price or adding it to a collection), it will **not appear on the live website instantly**.

- **Expected Delay:** Your website is set up to automatically refresh its data approximately every **5 to 15 minutes**. You should expect to wait at least that long to see your changes reflected on the live site.
 - **Why there's a delay:** To make the website fast for visitors, it stores (or "caches") a copy of the pages. It checks back with Shopify periodically to get the latest updates.
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2. The Product Readiness Checklist

For a product to appear correctly on the Mansa Gallery website, it must meet the following conditions in your Shopify admin panel. Use this as a checklist every time you add a new product.

- **[] Status is "Active":** On the product page in Shopify, the "Status" must be set to **Active**. Products in "Draft" or "Archived" status will not appear on the website.
- **[] Title is Filled Out:** The product must have a title.
- **[] Featured Image is Set:** The product must have at least one image uploaded. This image is used on collection pages and as the main image on the product detail page.
- **[] Price is Set:** The product must have a price.
- **[] Added to a Collection:** To appear in a specific section (like the homepage), the product must be added to the correct collection.

3. Managing Homepage Content

The homepage is made up of several sections. Here's how to manage each one.

The Main Banner (Hero Section)

- **Image Carousel (You can manage this):** The rotating images are controlled by the **"Hero Carousel"** collection in Shopify. The website displays the featured images of the first three products in that collection.
- **Text Content (Requires a developer):** The main headline ("Where Legacy Lives in Art") and the three small feature boxes are part of the website's code and require a developer to change.

Featured Stories Section

- **How to manage:** This section is controlled by the **"Featured"** collection in Shopify. Add or remove products from this collection to change what appears here.

"The Legacy Chess Set" Section (Who We Are)

- **Product Display (You can manage this):** This section shows the first two products from the "**Chess Pieces**" collection in Shopify.
- **Text Content (Requires a developer):** All the surrounding text is part of the website's code.

"Print on Demand" Sections (Gelato & Printify)

- **How to manage:** These sections are controlled by the "**Gelato**" and "**Printify**" collections in Shopify, respectively.
 - **Text Content (Requires a developer):** The titles and descriptions for these sections are part of the website's code.
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4. Managing Other Website Content

Product Detail Pages

- **Image Gallery (You can manage this):** All images you upload to a product in Shopify will automatically appear in the gallery on its detail page.
- **Sale Pricing (Requires a developer):** The website currently **does not** show sale prices. If you set a "Compare-at price" in Shopify, it will not display the original price crossed out. This feature would need to be added by a developer.
- **Inventory Status (Requires a developer):** The website **does not** show "Sold Out" or prevent customers from adding out-of-stock items to their cart. This feature would need to be added by a developer.

Static Pages (Privacy Policy & Terms of Service)

- **How to manage (Requires a developer):** The content on these pages is written directly into the code. A developer is needed to make any updates.

Footer

- **How to manage (Requires a developer):** All content in the footer at the bottom of the site (links, contact info, social media) is part of the code and requires a developer to change.
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5. Definitive List of What You Cannot Change

To be perfectly clear, you will need to contact a developer to change any of the following:

- Any text on the homepage that isn't part of a product (headlines, descriptions, etc.).
- The content of the "About Mansa Gallery" section, including the video.
- The content of the "Free Learning Resources" section.
- The text on the Privacy Policy and Terms of Service pages.
- Any links or text in the website's footer.
- To add functionality for displaying sale prices or "Sold Out" badges.