

Hornet Weekly Division Coordinators Guide

Updated October 2026.

This guide is intended for Sacramento State staff who are designated as Hornet Weekly Division Coordinators (editors). *All others may and should disregard.*

Introduction

Welcome to Hornet Weekly! We're happy to partner with you. As a **Hornet Weekly Division Coordinator (DC)**, you will receive and process Hornet Weekly submissions for your department/division each week during the academic year.

Faculty and staff submit items via our SharePoint submission form and the Trumba events calendar.

In **SharePoint**, submitters select the appropriate division from a dropdown menu on the submission form, and their responses go to your selected inbox. As a DC, you will then participate in an approval process that involves light editing and approving or rejecting submissions.

A separate approval process via **Trumba** is utilized for event submissions. Events are submitted by faculty and staff using custom sub-calendars under the Hornet Weekly Main Calendar, and you will receive notifications in your selected inbox. From there, you may revise and approve events for inclusion in Hornet Weekly.

Approved submissions are received by the Hornet Weekly Editor to compile and publish as an email newsletter, for display in the MySacState student portal and on a dedicated archival webpage.

It is your responsibility to ensure all submissions appeal to a general, wide audience of currently enrolled students.

IMPORTANT: While Hornet Weekly aims to reduce the number of emails sent to students, it is **not intended to replace targeted emails** sent to sub-populations via SacSend or other platforms. Those communications should be handled via your department/division process.

The step-by-step guide on this page provides best practices for completing this task each week, along with pro tips and important information. Please also utilize the [Hornet Weekly Style Guide](#). Have questions or need help? Email the [Hornet Weekly Editor](#).

Process Overview and Deadlines

- Hornet Weekly is sent to all currently enrolled students each Tuesday during the academic year. Hornet Weekly is not sent during summer or winter break and is sent the following business day if a campus closure occurs on a Tuesday.
- Submissions are due no later than **1 p.m. on Thursday before each send date.**
- Submission approvals are due to the Hornet Weekly Editor no later than **1 p.m. on Friday before each send date.**

Categories

There are five categories in Hornet Weekly.

If you're unsure which category is appropriate for a submission you receive or an item you plan to submit, please reach out to the Hornet Weekly Editor.

- a. **News and Announcements:** Need-to-know information affecting all or most students, including deadlines, policy changes/notices, career opportunities, scholarships, events *requiring* registration or asking for volunteers, donations, etc., and more. These items should usually only run one time per semester.
- b. **Know Your Resources:** Information on new, existing or updated tools, and resources available to students. These items may run multiple times per semester.
- c. **Events:** Campus events that welcome a general student audience. Events included in Hornet Weekly *must* welcome students, but may also welcome staff, faculty, alumni and/or the general public.
- d. **Grad Corner:** A dedicated section for news, announcements, and resources just for students currently enrolled in graduate or credential programs. Managed by Academic Affairs Graduate Studies.
- e. **Grad Corner Events:** A dedicated section for events that welcome graduate or credential program students and aren't intended for undergraduate attendees.

Time Management Tips

- Depending on how many items you receive, we recommend giving yourself ample time for submission approvals each week.
- Most submissions arrive on Thursdays, but some arrive earlier in the week. If you're able, process as they arrive in case you need to reject and have submitters revise and resubmit. This will give them time to do so.
- You'll have time between the Thursday submission deadline and Friday approval deadline, but plan carefully around your other tasks.
- **IMPORTANT:** Submissions and approvals received after the deadlines, even if they are resubmissions, **WILL NOT** be included in Horner Weekly. **No exceptions.**

Preparation and Organization

1. **Keeping in Contact:** A dedicated Microsoft Teams chat helps keep the Horner Weekly team up-to-date and in communication. Be sure to engage with this chat to stay connected. If you need to be added (or removed), contact the HW Editor.
2. **Keeping Track:** It is recommended (but not required) to utilize an Excel spreadsheet or Word doc to keep track of submissions, notes or anything else that will help you stay organized.
 - a. **Pro Tip:** This is especially helpful to track how many times items have run, how recently they've run, etc., and for divisional/departamental tracking in terms of which areas are and aren't submitting, etc., if you want to follow up with areas that should be submitting but aren't.
3. **Inbox Organization:** We recommend keeping track of your progress within your inbox. You can do this how you like, but *our suggested method is:*
 - You may want to [set up an Outlook rule](#) to automatically move all the submissions to a dedicated folder, so you don't miss anything and they don't drive you crazy. It helps to organize notification types (SharePoint vs. Trumba) into separate folders.
 - After editing each item in SharePoint, head back to your inbox to Approve or Reject, mark the notification email as read and flag it/check off flag, categorize it (see below), move to a "done" folder, or follow whatever organization process makes sense to you.
 - Keep in mind that if you reject an item back to the submitter for changes, the new submission will trigger a new notification email, so it's best to Reject > delete the email or move it to a "Rejected" folder.
 - **Categorize:** After processing all submissions, mark all emails for that week with a color and phrase using the "categorize" option (Example: week 1 =

green, week 2 = pink, etc.) so you know with which week emails are associated. [Set five colors](#), one for each week of the month (including occasional fifth week).

- Not only does this help keep you organized, if you ever need to find an email from an earlier week for any reason, this makes it much easier!

SharePoint: Editing, Approving & Rejecting Submissions

SharePoint is used for News & Announcements, Know Your Resources and non-event Grad Corner submissions. For Events, see the next section of this guide.

How to Revise, Approve and Reject SharePoint-Submitted Items

1. Submissions will come into your email inbox from “Microsoft Power Automate.”
2. Click into the email and you’ll be able to see the submission time and submitter name as well as the title of the submission. The section (News & Announcements, Know Your Resources, etc.) will also be noted in the email.
3. Click the linked item title next to the word “Link” to head to SharePoint and edit the submission.
4. You will be prompted to sign in and it may prompt you multiple times. This is normal.
5. To edit, click “Edit all” at the top of the form.
6. Here, you’ll be able to change/revise the following:
 - a. Item type (in case it was filed incorrectly or you think a different section is more appropriate)
 - i. **Note:** If you think an item is more appropriate as an event, REJECT the item and ask the submitter to resubmit via Trumba.
 - b. Division/department – **DO NOT CHANGE THIS.**
 - i. Altering this will cause the item to sit in limbo and not be processed. Instead, if you think the item is more appropriate for a different division/department, REJECT the item and ask the submitter to RESUBMIT to the appropriate division/department.
 - c. Heading – Edit as you see fit in accordance with the [HW Style Guide](#).
 - i. **Note:** Headlines are bolded automatically when they’re sent to Hornet Weekly.
 - d. Body – Edit as you see fit in accordance with the [HW Style Guide](#).

- i. **Note:** Be sure to check links to make sure they work, are not using short links and are not copied from a previous Hornet Weekly/Emma email.
 - e. Submitted by – Edit as you see fit in accordance with the [HW Style Guide](#).
 - i. **Note:** The words "Submitted by" are automatically added and this line is italicized automatically when they're sent to Hornet Weekly.
 - f. Publish date – please do not change unless you intend for the item to run a different week.
 - i. **Note:** If you need a date that isn't listed, contact the HW Editor.
- 7. **IMPORTANT EDITING NOTE:** Your goal is not to rewrite submissions! If rewriting is required, you may REJECT the item and ask for resubmission. You can note upon rejection what needs to be addressed. If something is unclear to you, it will be unclear to students!
- 8. **IMPORTANT STYLE NOTE:** Hornet Weekly style is based on **Sac State Style** and/or [CSU style](#). For formatting and style specific to HW, [see the Hornet Weekly Style Guide](#).
- 9. **CRITICAL:** When you're done editing each item, **DO NOT** click "Save" at the top of the form. It does NOT work and will give you an error message. You need to click "SUBMIT" at the bottom of the form to save your changes.
- 10. **Approval:** Once your item is edited and you've clicked SUBMIT, you are ready to approve. **GO BACK TO THE EMAIL NOTIFICATION** for the item you want to approve and click "Approve," and add a message. Example: "Approved. Thanks."
 - a. **Pro Tip:** Since the item's title will disappear from the email when you send your approval message, it's best to copy the title and paste it into your approval reply for tracking purposes. This may look something like: "Title" is approved for the 10/6 Hornet Weekly. Thank you!
- 11. **Rejection:** If the item is not appropriate for Hornet Weekly, needs to be resubmitted to a different division/department or needs major revisions, REJECT the item using the "Reject" button in the email and add a note as to what is needed or to indicate the reason for rejection. Your rejection note should be detailed and specific as to why it's being rejected and any instructions you have for the submitter.
 - a. **Pro Tip:** Since the item's title will disappear from the email when you send your rejection message, it's best to copy the title and paste it into your rejection reply for tracking purposes. This may look something like: Unfortunately, we need to reject "Title" because [reason]. Thank you!

1. **CRITICAL: ALL Approvals/Rejections MUST be made from the item's email notification.** There *is a way* within SharePoint to Approve/Reject. There *is also a way* to Approve/Reject from Microsoft Teams. **DO NOT** use these methods as they will cause items to not follow the proper process and they will NOT be sent to the Hornet Weekly Editor, causing items to hang in limbo and not make it into Hornet Weekly!
12. Repeat the process for each SharePoint submission.

Once all items are approved (including any resubmissions) or rejected, you are finished with the SharePoint portion of your Hornet Weekly duties for the week!

Trumba: Processing Events

Each division/department has a dedicated Hornet Weekly sub-calendar, which feeds into the Hornet Weekly Main Calendar. To access the submission links and public calendars, visit the [Trumba Submission Forms section of the Hornet Weekly webpage](#).

To submit Events, a submitter visits their department/division's Hornet Weekly sub-calendar, selects the Submit Event button or uses the direct Submission Form link for their appropriate calendar, and completes the event submission form for each event they wish to submit.

Currently, this is a separate process from the submission process for department and featured calendar submissions.

Once the Event is submitted, the appropriate Division Coordinator receives an email notification with the event details.

1. Before working with Trumba, please log in to your Trumba editor account using [THIS LINK](#). Do not log in from the prompt you're shown when clicking into a submission from the notification email. You need to first log in using the link provided in this step, and then you may click the title of the event from the notification email. See the next section of this guide for more on logging in to Trumba.
 - i. **IMPORTANT:** If you use a shared account to access Trumba as an editor and you also use your personal work account to submit items, you may need to log in and process items in incognito mode or in a browser other than your default browser.
2. Once logged in to Trumba, go back to your email account > Click the TITLE of the event in the email notification to open the Event in Trumba.

- i. **IMPORTANT:** If you are logged in using incognito or a browser that is not your default browser, you may need to **right-click the title and click copy link** and then paste the link into a browser tab where you are logged in.
3. Review each event and make any necessary revisions to the required fields for HW (Title, When, and Short Description - these three fields and a "Read more" link will appear in the Hornet Weekly email newsletter with the link sending students to the full calendar listing).
 - i. **Note:** Because Hornet Weekly will add a link to the full listing for each event, it's best to revise and review every field to ensure the event is properly submitted, accurate and clear.
 - ii. **Note 2:** Even though the full description will not show up in Hornet Weekly, it should be filled out even if it's just a copy/paste from the Short Description field.
4. **Approval:** Navigate to the dropdown toward the top labeled "Owning Calendar" and change the calendar name from your department/division's "Submitted sub-calendar" to your department/division's "sub-calendar," and click on "OK" toward the top to save your changes.
 - a. **Example:** Student Affairs would change from "Hornet Weekly > Hornet Weekly Student Affairs Submitted" to "Hornet Weekly > Hornet Weekly Student Affairs."
5. This "approves" and moves the event to the Hornet Weekly Main Calendar, which means it will appear in Hornet Weekly.
 - i. **Pro Tip:** Go back to your inbox and find the notification for each approved Event's submission and flag it/categorize it to stay organized.
 - ii. **Reminder:** Hornet Weekly pulls in events that occur over the 7 days following each distribution, so events occurring outside this window will not appear until a later edition. For Grad Corner Events, this window is 30 days.
 - i. **Example:** an event submitted on Oct. 1 and occurring on Oct. 7 will show up in the Oct. 6 Hornet Weekly, but an event submitted on Oct. 1 and occurring on Oct. 15 won't show up in Hornet Weekly until the Oct. 13 edition.
6. **Rejection:** If you wish for an event to NOT appear in Hornet Weekly, you may delete the submission using the "Delete Event" button at the bottom of the editing screen. This will ONLY delete it from the Hornet Weekly calendar, so it will not affect that event's listings on the featured or department calendars.

- i. **Alternatively**, you may choose to not delete and just keep the event on the “submitted” Owing Calendar. This would allow you to keep it for your records or revise it and change the date later, if applicable.
 - ii. **Pro Tip:** If you’d like, before deleting an event, you can scroll down and find the submitter’s email address under “Event Edit Details” if you want to email them to let them know it's been rejected or to follow up with them on any required changes before decided to approve or reject. The submitter email is also found at the bottom of the notification email.
7. Once you have "approved" or "rejected" each event, it's a best practice to reply to the notification email, removing the autogenerated address from the "To:" field and replacing it with the submitter's email address (found at the bottom of the notification email), and sending them a note to let them know the status of the event, including which Hornet Weekly edition their event will appear in.
8. **Repeat steps 2-7 for each Event submission.** Once all events you wish to appear in Hornet Weekly have been moved to the Hornet Weekly Main Calendar, you are finished processing Events items for that week’s edition!

Trumba Login Instructions

If you have a new Trumba editor account, you should have received a verification email. Please click on the verification link once. You may see a "success" message and the screen will prompt you to log in. DO NOT LOG IN FROM THIS SCREEN.

- Log in to Trumba using the Single Sign-On link:
<https://www.trumba.com/sp/signin/1049239>

If you have an existing Trumba editor account, verification is not needed.

- Log in to Trumba using the Single Sign-On link:
<https://www.trumba.com/sp/signin/1049239>.
- Enter your email credentials associated with your Trumba account (If unsure, reach out to [Portia Stewart](#))
- To view event submissions, navigate to the *Submitted* sub calendar for your division or department.
 - *Example:*
 - *Hornet Weekly*
 - *+ Hornet Weekly Academic Affairs Grad*
 - *Select Submitted*
- Once logged in, you may also click the title of an event from a notification email to head into Trumba and edit.

CRITICAL NOTE

With Hornet Weekly going out to over 30,000 students each week, we **CANNOT** re-send HW for **ANY** reason.

BEFORE approving your submissions both in SharePoint and Trumba, **EVERY** item **MUST BE** accurate, edited, and **READY** for publication. *Treat it as if item approval = published.* If you need help with any item **AFTER** submitting, contact the **Hornet Weekly Editor** ASAP. There are **NO GUARANTEES** we can fix or remove items before publication.