

891 Connect – Quick Start

Contents

Getting Started.....	2
Interface Overview	3
Department Navigation.....	4
Inbox Messages.....	5
Adding Contacts	6
Pending Contacts	7
Sending a Message.....	8
New Message to Member	9
Message to Entire Department	10
Folders and Categories.....	11
Deleting / Archiving Messages	12

Getting Started

Open the latse.com website and login like normal.

If you are not already on the personal profile overview page, click on the “Overview” button in the Personal profile drop down menu or Left “Personal Profile” menu.

Navigate to the 891 Connect section and Click “Open 891 Connect”

IATSE LOCAL 891

ABOUT US | MEMBERSHIP | BENEFITS | NEWS & EVENTS | PRODUCTION | SAFETY | CONTACT US

MEMBERS LINKS

PERSONAL PROFILE | MEMBER NEWS & EVENTS | MEMBER FORUM & CLASSIFIEDS | UNION ADMINISTRATION | PRODUCTION INFORMATION

PERSONAL PROFILE

- Overview ←
- Availability
- Contact Information
- Email and Mailing Preferences
- Training Courses
- Financial Information (Tax Receipts) & Day Count
- Dues
- 891 Event Payments
- Resumes on File
- Skills and Tickets
- Username and Password
- Second Category
- Job Board
- Demographics Survey

ANONYMOUS HOTLINE
[Report an Issue](#)

PERSONAL PROFILE
Testing Resource

Availability [Edit](#)

I am available to accept the following calls (click to change):

- Long Term - Yes
- Day Calls - Yes
- ASAP Calls - Yes

Date Available: [Click to set a future date that you will become available.](#)

Direct Hire Show: [Click to select a show that you are direct hired on.](#)

Call Types I Will Accept:
SFX-SPFX Assistant,

Dues [Pay](#)

Current Quarter Dues	2025 Q1 waived
2025 Q1 Due Date	waived
Outstanding Amount	\$0.00

891 Event Payments [Purchase](#)

Current Items Available for Purchase Online:

Resumes on File [Submit](#)

You do not have a resume on file for producers to view. [Click Submit to email one in.](#)

[Click here for resume submission guidelines.](#)

Skills and Tickets [View](#)

CQ-Electrician (aka BCTQ, CFQ, Interprovincial Red)	Current
CQ-Plasterer	Current
MPIO - Motion Picture Industry Orientation	Current
WHMIS - Workplace Hazardous Materials	Current

891 Connect [Open 891 Connect](#)

View messages from department chairs, connect with other members and download department minutes.

[Open 891 Connect](#)

Interface Overview

To Leave 891 Connect, click “Return to Personal Profile” at the top of the page. Clicking “Home” will return you to the “Getting Started” page shown below. The left menu lists all departments you are currently a member of.

The screenshot displays the IATSE LOCAL 891 891 Connect interface. At the top, there is a dark blue header with the logo and navigation options like 'Return to Personal Profile' and 'Leave 891 Connect and return to Main Site'. A 'Toggle Dark or Light Theme' switch is also present. Below the header, a 'Home' button is visible. The main content area is titled 'Getting Started' and lists departments with quick access links. Two departments are highlighted with red boxes: 'Accounting Dept.' and 'Special Effects Dept.'. Each department's section includes a 'Messages' card with a 'View Accounting Inbox' button, a 'Department Minutes' card with a 'View Accounting Minutes' button, and a 'Contacts' card with 'Find Contacts', 'View Contacts', and 'Manage Preferences' buttons. A vertical scrollbar is visible on the right side of the department sections.

IATSE LOCAL 891 891 Connect

Toggle Dark or Light Theme Dark Light

Return to Personal Profile Leave 891 Connect and return to Main Site

Last Updated: 10:21:22 PM

Home Load Getting Started Page

Getting Started

Here are your departments with some quick access links:

Accounting Dept. Department Mailbox, Minutes and Contacts

- Messages (1 New)
- Inbox
- Sent Items
- Department Messages
- Archive
- Settings

Messages

View the list on the left and click on Messages under the department to get started

Department Minutes

Use the menu to the left to view department messages or visit the minutes home below:

Contacts

Manage my contacts and contact information sharing

View Accounting Inbox View Accounting Minutes Find Contacts View Contacts Manage Preferences

Special Effects Dept. Additional Department Mailbox, Minutes and Contacts you have classifications in

- Messages (0 New)
- Inbox
- Sent Items
- Department Messages
- Archive
- Settings

Messages

View the list on the left and click on Messages under the department to get started

Department Minutes

Use the menu to the left to view department messages or visit the minutes home below:

Contacts

Manage my contacts and contact information sharing

Department Navigation

Each department has its own Messages, Minutes and Contacts sections. (Note: settings are unique to each department.)

The screenshot displays the IATSE LOCAL 891 891 Connect web application interface. The top navigation bar is dark blue with the IATSE logo and 'LOCAL 891 891 Connect' text. A 'Return to Personal Profile' button is on the left, and 'Dark' and 'Light' theme toggles are on the right. The main content area is divided into three sections: a left sidebar, a central 'Inbox' section, and a right 'Getting Started' section.

Home

Accounting Dept.

- Messages
 - Inbox *0 New*
 - Sent Items
 - Department Messages
 - Archive
 - Settings
- Minutes
 - Recent
 - Archived Years
- Contacts
 - My Contacts
 - Pending My Approval *0 New*
 - Find Contacts
 - Settings

Special Effects Dept.

- Messages
 - Inbox *0 New*
 - Sent Items
 - Department Messages
 - Archive
 - Settings
- Minutes
 - Recent

Inbox

This Month

- Testing Resource*
- Welcome to 891 Connect 4/10/2025
- A message from IATSE

[List of Inbox Messages](#)

Getting Started

- You have selected a department.
- You have selected a folder.
- You have not selected a message to view. Please select a message from the list.

Inbox Messages

When a message is opened, it will display the messages like an email and provide multiple options. All messages are stored internally and are not actually emails.

The screenshot displays a software interface for managing messages. On the left, a sidebar shows navigation for three departments: Home, Accounting Dept., and Special Effects Dept., each with a 'Messages' section containing 'Inbox' (0 New), 'Sent Items', 'Department Messages', 'Archive', and 'Settings'. The 'Inbox' section for Accounting Dept. is selected, showing a list of messages for 'This Month', including one from 'Testing Resource' dated 4/10/2025 with the subject 'Welcome to 891 Connect'.

The main view shows the details of the selected message. At the top, there is a 'New Message' button and a search bar. The message subject is 'Welcome to 891 Connect'. Below the subject, the sender information is displayed: 'From: Testing Resource' and 'To: Testing Resource'. The message body contains the text 'A message from IATSE'. To the right of the message body, there are 'Message Options' including 'Reply', 'Move To', 'Archive', 'Assign Category', and 'Report'. Below the message body, there is a section titled 'All Replies by you and this contact for this Conversation' which contains a 'Conversation History' section. This section shows a list of messages in a conversation, including the current message and a previous message from 'Testing Resource' dated Thursday, April 10, 2025 at 2:39:20 PM.

Red annotations in the image highlight the following elements:

- SUBJECT**: The subject line 'Welcome to 891 Connect'.
- Message Options**: The row of actions including Reply, Move To, Archive, Assign Category, and Report.
- Sender Information**: The 'From' and 'To' fields.
- Message Body**: The main content area containing 'A message from IATSE'.
- Conversation History**: The section showing the history of messages in the conversation.

Adding Contacts

All messages between members require each party to agree to become contacts.

*Department chairs can send department wide messages.

To send a contact request, open the “Find Contacts” and search for the member by last name only.

Home

Accounting Dept.

Messages

Inbox *0 New*

Sent Items

Department Messages

Archive

Settings

Minutes

Recent

Archived Years

Contacts

My Contacts

Pending My Approval *0 New*

Find Contacts

Settings

Special Effects Dept.

Messages

Inbox *0 New*

Sent Items

Department Messages

Archive

Accounting Department - Find Members

Disclaimer:

- **Use of Personal Information:** Any Personal information shared on this site is exclusively for use by fellow members and is strictly limited to professional activities and networking. Members are prohibited from selling or sharing any personal information collected on the platform, and from using the personal information for purposes that are illegal, obscene, threatening, defamatory, invasive of privacy, infringing of intellectual property rights, or otherwise injurious to others or objectionable. By using the Services, you agree that you will use any personal information for professional activities and networking, and for no prohibited purposes.
- **Unauthorized sharing of user information** beyond the intended use on this platform may lead to removal of your access to the Services, or to severe legal repercussions. Users are advised to adhere to the terms of service, respecting the privacy and legal rights of others.

Use the form below to search for other members in your department(s).

- Members last name must match exactly what is searched
- Members must have agreed to sharing to be listed

Look up Member by **Last Name:** Search by last name only

Search Results:

Accounting Department

Name	Known As	Actions
Testing D Resource		<input type="button" value="Send Contact Request"/>
Test Resource		<input type="button" value="Send Contact Request"/>

Pending Contacts

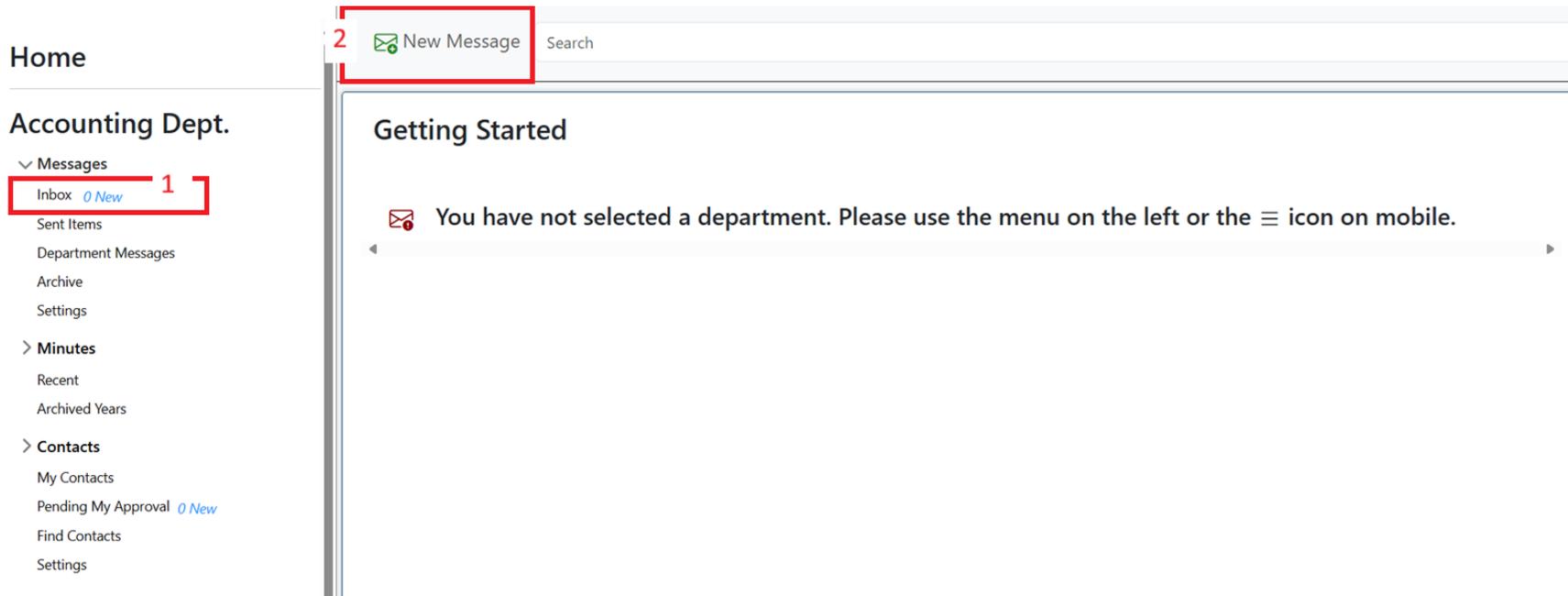
Once a contact request is sent. You must wait for the other party to accept your contact request.

To find the status of contact requests open “My Contacts”:

The screenshot displays a user interface for managing contacts. On the left, a sidebar lists navigation options: Home, Accounting Dept., Messages (Inbox with 0 New, Sent Items, Department Messages, Archive, Settings), Minutes (Recent, Archived Years), and Contacts (My Contacts, Pending My Approval with 0 New, Find Contacts, Settings). The 'My Contacts' option is highlighted with a red box. The main content area is titled 'Accounting Department Contacts' and is divided into two sections: 'Approved Contacts' and 'Sent Contact Requests'. The 'Approved Contacts' section shows a card for 'Testing Resource' (Approved Contact) dated Wednesday, April 9, 2025, with 'Send Message' and 'Remove Contact' buttons. The 'Sent Contact Requests' section, highlighted with a red box, shows a card for 'Benjamin Smith' (Pending Approval) dated Thursday, April 10, 2025.

Sending a Message

When sending a new message, you must first select the inbox of the department you wish to send the message from and then click New Message button.



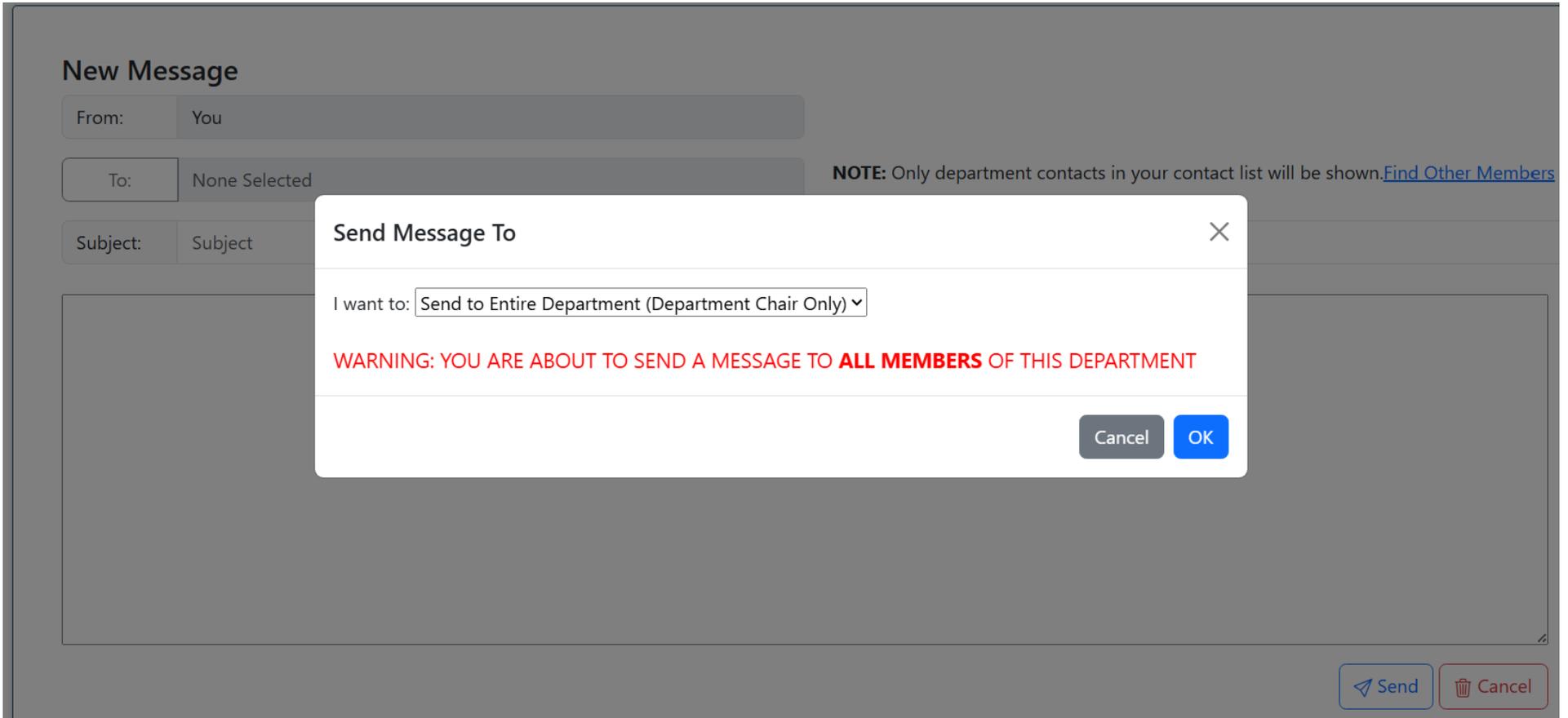
New Message to Member

You must have an accepted contact with a member you wish to message. Once the connection is made, the member will be shown in the Member dropdown list.

The screenshot shows a user interface for sending a message. The main window is titled "New Message" and has fields for "From: You", "To: None Selected", and "Subject: Subject". A note states: "NOTE: Only department contacts in your contact list will be shown. [Find Other Members](#)". A sub-dialog box titled "Send Message To" is open, featuring two dropdown menus: "I want to:" with "Send to Contact" selected, and "Select a Member to Message:" with "Resource, Testing" selected. The "OK" button in the sub-dialog is highlighted with a red box. The background shows a sidebar with navigation options for "Accounting Dept." and "Special Effects Dept.", including "Messages", "Sent Items", "Archive", "Settings", "Minutes", "Recent", "Archived Years", "Contacts", "My Contacts", "Pending My Approval 0 New", "Find Contacts", and "Settings".

Message to Entire Department

Department chairs have the ability to send a message to the entire department as seen below. Please note there is a warning to alert the user that a message will be sent to **ALL** members within the department.



The screenshot shows a 'New Message' form with the following fields:

- From:** You
- To:** None Selected
- Subject:** Subject

A **NOTE:** Only department contacts in your contact list will be shown. [Find Other Members](#)

The **Send Message To** dialog box is open, showing:

- I want to:** Send to Entire Department (Department Chair Only) ▼
- WARNING:** YOU ARE ABOUT TO SEND A MESSAGE TO **ALL MEMBERS** OF THIS DEPARTMENT
- Buttons:** Cancel, OK

At the bottom right of the form, there are **Send** and **Cancel** buttons.

Folders and Categories

Users are given up to 5 folders and 5 categories per department. All categories are visible by default. Folders must be configured by adding a name before they appear in the side menu. You can remove a folder by removing the name only if there are no mail items inside it.

Open the “Settings” menu item in the department you wish to modify, change the default values and click Save Changes:

Settings

Categories

You have up to 5 unique categories per department:

	<input type="text" value="Category 1"/>
	<input type="text" value="Category 2"/>
	<input type="text" value="Category 3"/>
	<input type="text" value="Category 4"/>
	<input type="text" value="Category 5"/>

Save Changes

Folder Names

Leave a name blank to remove the folder. Add text to add a folder.

You have up to 5 unique folders per department:

Folder 1:	<input type="text"/>
Folder 2:	<input type="text"/>
Folder 3:	<input type="text"/>
Folder 4:	<input type="text"/>
Folder 5:	<input type="text"/>

Save Changes

Deleting / Archiving Messages

It is not possible to permanently delete a message, the only option is to archive the message. In the event you have received an email that you find offensive or concerning, you may use the report option at the top right of the message and the message will be sent for review and may be removed from your account.

