The technical assistance team welcomes you to the Competition Platform.
To participate in the Competition you must upload two groups of files

1) DRAWINGS: one or more files to be uploaded in the formats listed in the Brief, all of which must be totally anonymous.

2) DOCUMENTS: a single file containing all identifying information and eventual other documents to be provided as indicated in the Brief, prior to registration.

Encryption permits an elevated level of anonymity. A warning: encrypt only the DOCUMENTS and not the DRAWINGS, otherwise they will be illegible.

To encrypt files, carefully follow the instructions provided in this guide. The simple procedure is summarised below.

PREPARE THE DOCUMENTS: create the files containing the administrative documents by following the indications provided in the Brief.

DOWNLOAD AND INSTALL the encryption software. You can find it in the competition documents: follow the instructions to download it onto your computer and install it.

IMPORT THE PUBLIC KEY: download the public key from the site (you can find it in the documents) and import it into the encryption software by following the instructions.

ENCRYPT the file containing the administrative documents using the encryption software. It is very simple. Follow the guide step-by-step.

REGISTER by uploading the DRAWINGS (not encrypted) and the DOCUMENTS (encrypted) to the Platform. When you have completed the registration procedure you will receive a receipt.

Regularly visit the competition website for updates and the announcement of the winners. The site is the only means of contact between you and the competition organisers.

If you need assistance, use the contact information provided on the Competition page.
Good luck!

Per assistenza tecnica sull'utilizzo della piattaforma contattare: assistenza.concorsi@kinetica.it, 051/3140699 nei giorni feriali dalle 09 alle 13 e dalle 14 alle 18

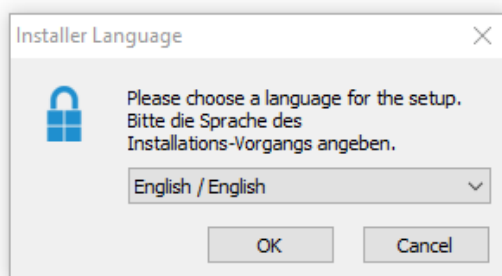1 di 7

Download and install the encryption software

Download the **encryption software** from the competition website. You can find it among the **documents**. Open the program by double clicking on the program icon. To install this program you must have administrator privileges

Software download for Windows 7 or sup.

Open the program by double clicking on the program icon. To install this program you must have administrator privileges
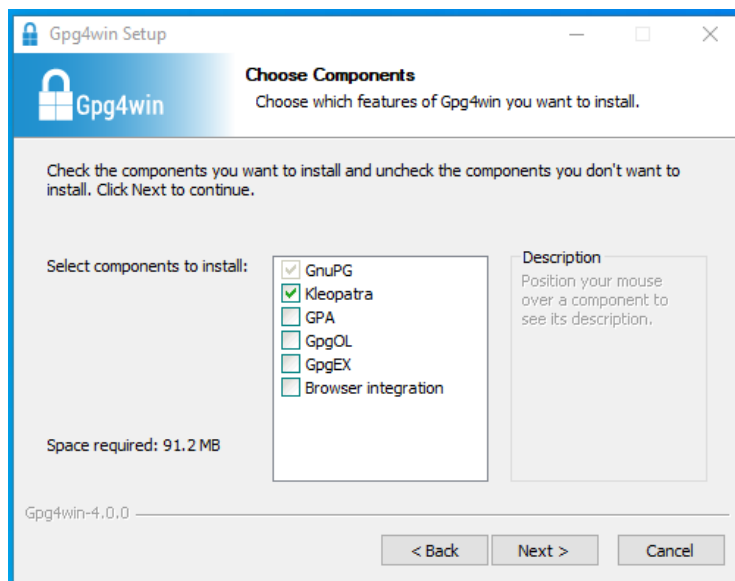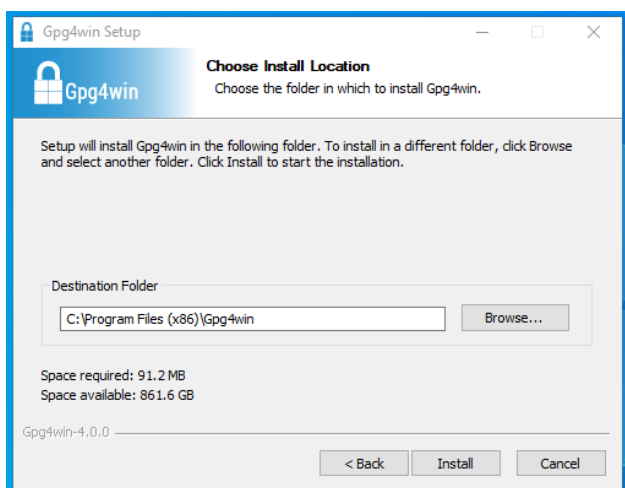

gpg4win-4.0.0

Choose the **language** and click OK

Click **Next** > to proceed with the installation.

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2 di 7

Flag **ONLY** beside Kleopatra and click **Next**

Click **Install** and wait for the installation to finish. When done click **Close**

When installation is complete look on your Desktop or in the Programs menu for the **Kleopatra** icon.
The program is ready to use. Double click on the icon to open the program
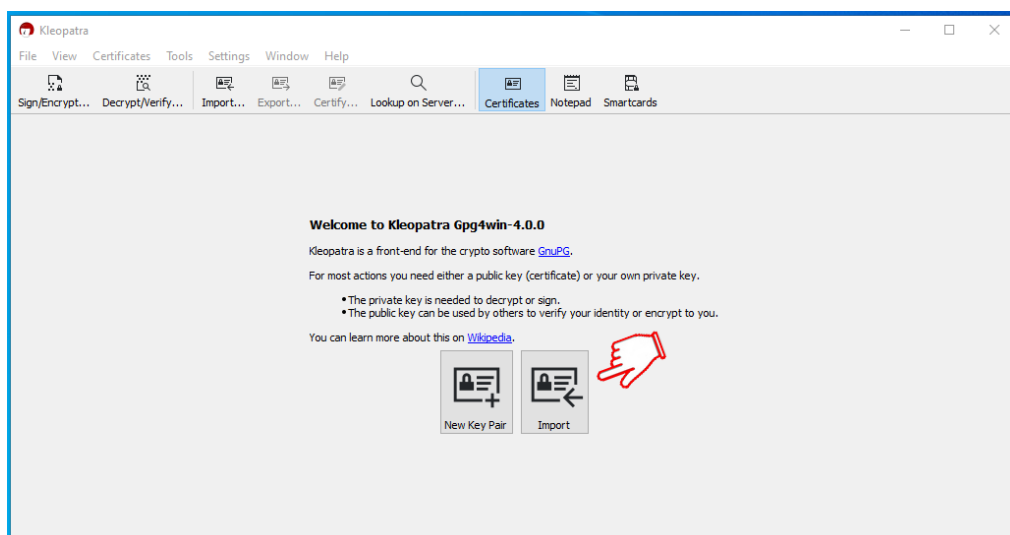
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3 di 7

Download and import the certificate and encrypt the documents

Download the **public key** from the competition portal, where you can find it in the **Documents** section. The public key is also known as a certificate. It is a file with the extension .asc, as in the example concorso-di-prova_0xF074B47F_public.asc.
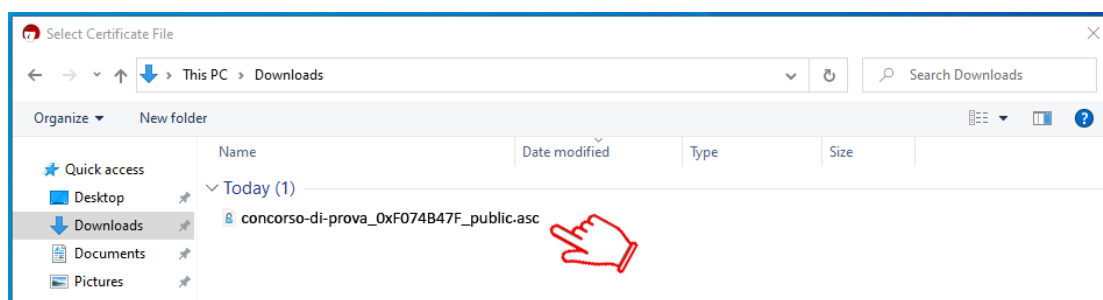
Save this file in a folder on your computer. The file is normally automatically saved to the **DOWNLOADS** folder.
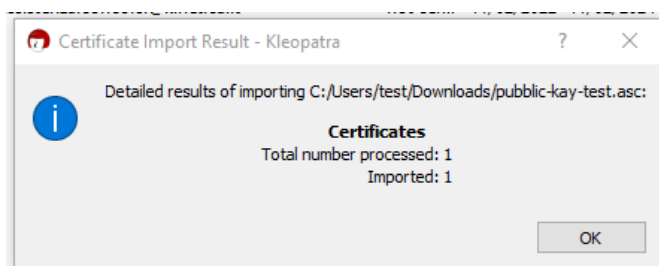If you haven't already done so, run **Kleopatra**.
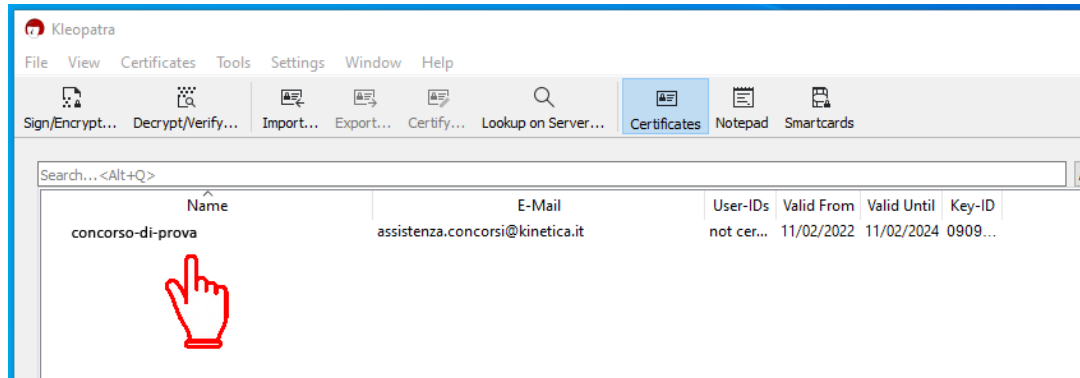
Click **Import**

Look for the **public key** file. Select it and click **Open**

Click OK on Certificate Import Result

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4 di 7

Verify that the certificate is present in Kleopatra. You are now ready to encrypt the administrative documents
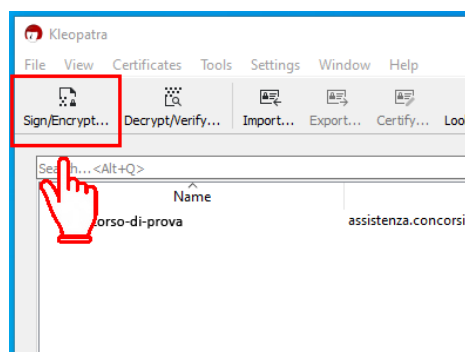

ATTENTION: verify the requirements in the Brief regarding the type of file (or folder) to be encrypted (for example .ZIP). In this guide we show an **example of how to encrypt a compressed .ZIP folder. The procedure is the same** for other file formats.
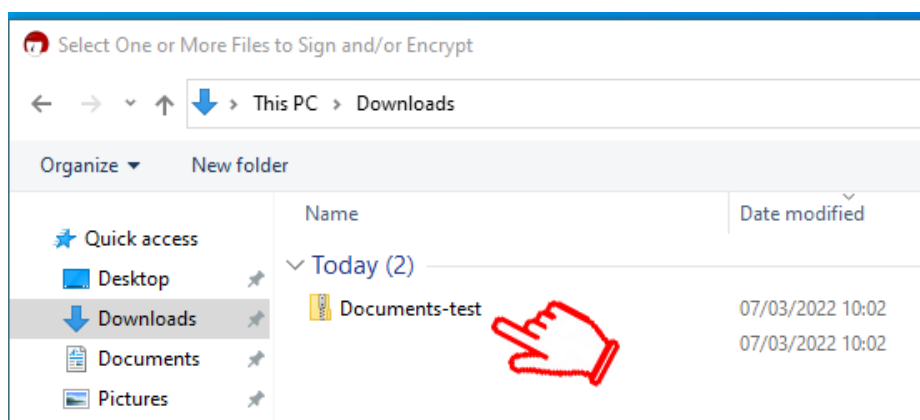
Pay attention to the type of file (or folder) requested in the Brief and make sure you have the proper settings to create the correct file type.

For example: **changing the extension** of an .RAR folder to a .ZIP folder before encryption, or changing the extension of an .RAR.GPG folder (or file) to .ZIP.GPG **after encryption can render their content illegible**, with the ensuing risk of exclusion from the Competition

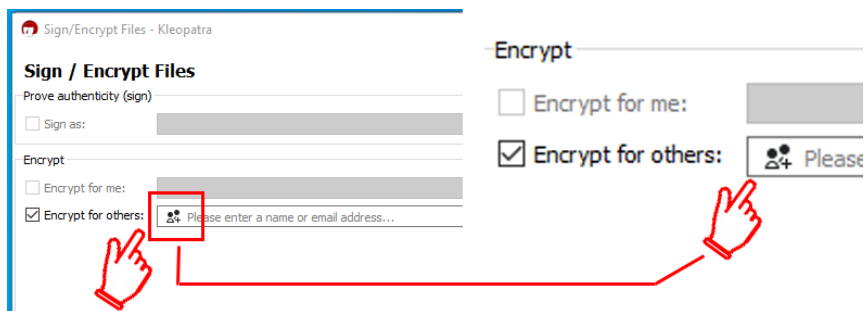Begin the encryption process. Click on the **Sign/Encrypt button**.

Select the type of file or folder you want to encrypt (in the example image it is a .ZIP compressed folder), then click **Open**
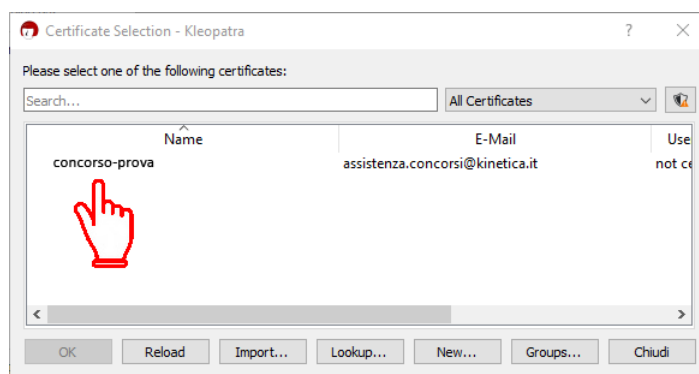

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5 di 7

In the "Sign/Encrypt File" window click on the icon beside the text **"Encrypt for Others"**.
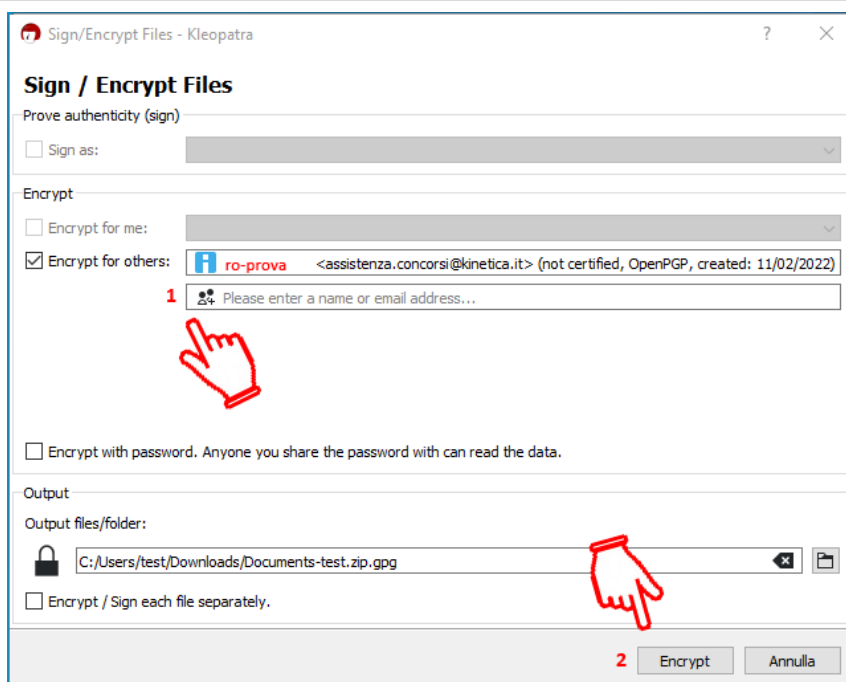
DO NOT modify any other settings

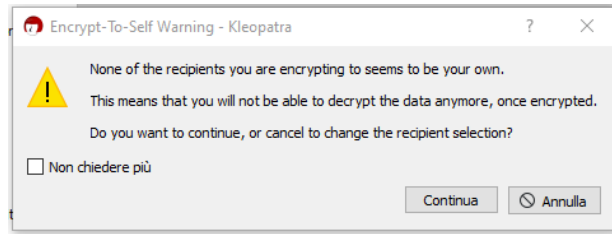In the successive window select the certificate and then click **OK**
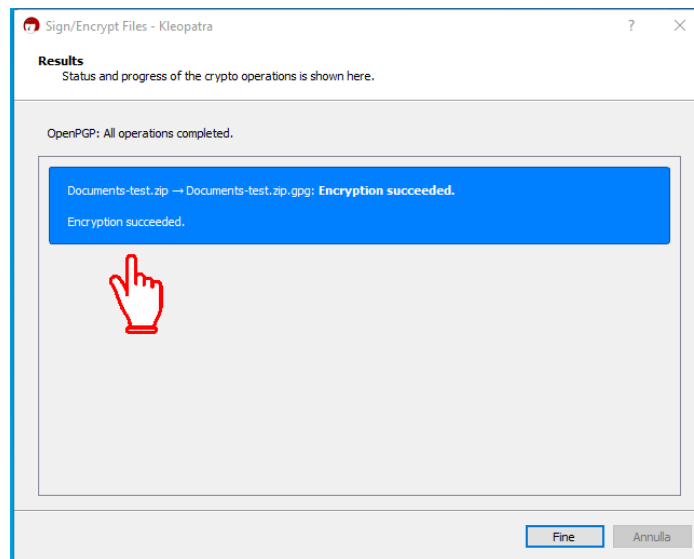
Proceed as follows:
1 – verify that the certificate has been loaded correctly;
2 – click Encrypt (button in the bottom left of the window).

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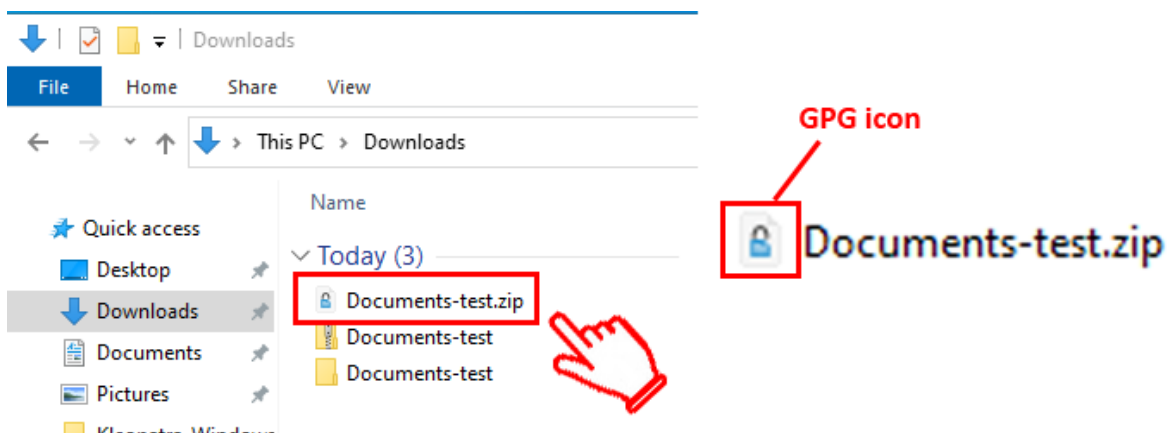
6 di 7

When you see the successive warning message click **Continue** to complete the encryption procedure.

Wait until the encryption procedure has finished and verify that the file has been properly encrypted.
Close the window by clicking on **Finish**.

ATTENTION: at the end of the encryption procedure the **.GPG** file will be automatically saved in the same folder containing the original .ZIP file.

You can now upload the .gpg file to the Competition Platform and participate in the competition. Remember:
- do **NOT encrypt the DRAWINGS**, which only need to be uploaded as described on the registration page.
- **DO NOT upload unencrypted** administrative documents but **only the .gpg** file.

Good luck!

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7 di 7