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
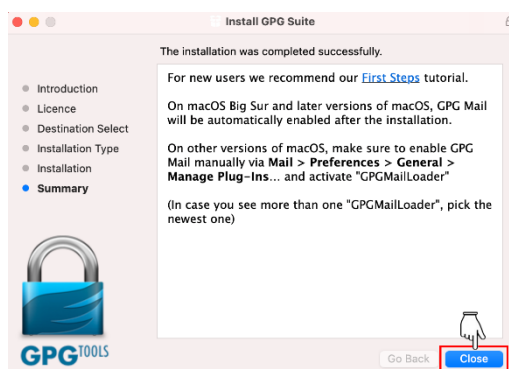
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Download and install the encryption software

Download the encryption software from the competition website. You can find it among **the documents. Open** the program.
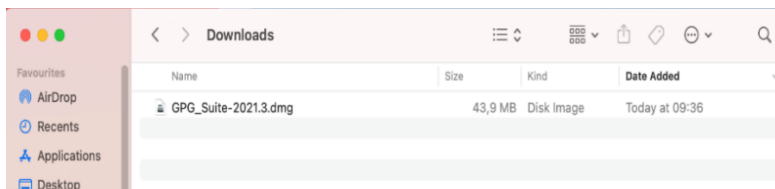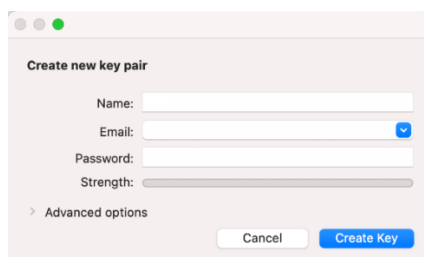
In the first window click on **Install**.

During installation, you can leave all of the settings and procedures in the successive windows, until you reach the **Summary** window.

When installation **is complete** the **GPG Keychain** will appear on the program bar.

In the meantime, depending on the settings of your MAC, the **program may already be open, and show the following window:**

Close this window and **continue** reading the **guide.**

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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 concorsodiprova.asc.

Save this file in a folder on your MAC.
If you haven't already done so, run the program **GPG Keychain.**
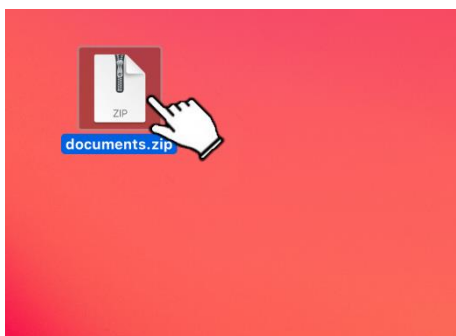
Click on **Import**
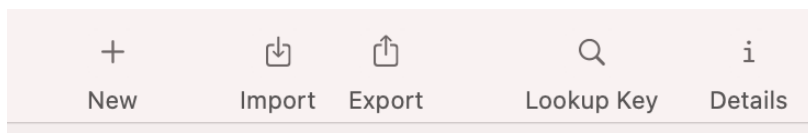
Look for the public key file. Click **Open** and the successive window click **OK.**
The certificate will appear in the list of **Imported Certificates.**

| Type	Name	Email	Created
pub	concorsodiprova	ente.promotore@provider.it	11 Feb 2022
pub	GPGTools Support	support@gpgtools.org	4 May 2020
pub	GPGTools Team	team@gpgtools.org	19 Aug 2010

You are now ready to encrypt the file containing the administrative documents.

ATTENTION: verify what the file type to be encrypted as listed in the. In this guide we show an example of how to encrypt a compressed .ZIP folder. The procedure is the same for other file formats.

Open the folder containing the file to be encrypted.

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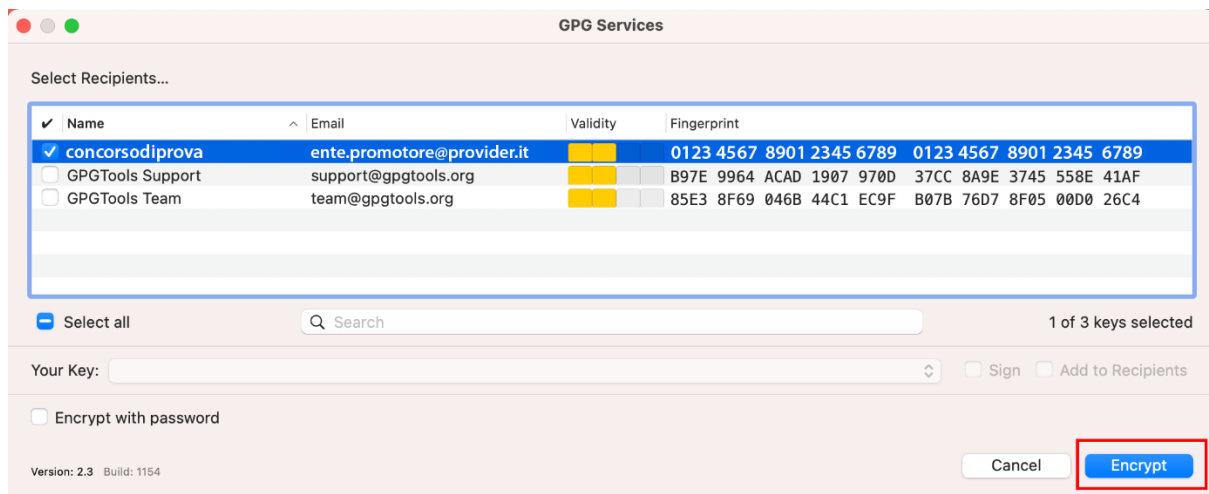
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Press **Ctrl + left click on the mouse** while hovering **over the file to be encrypted**. In the drop down menu select **Services**, then **OpenPGP: Encrypt File.**
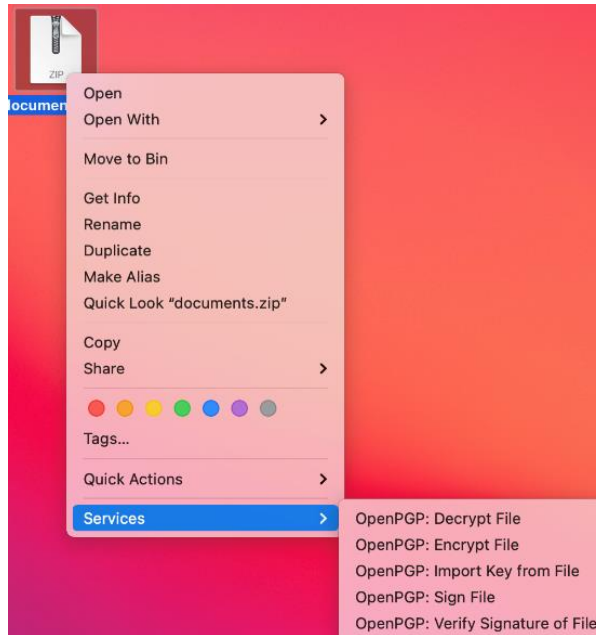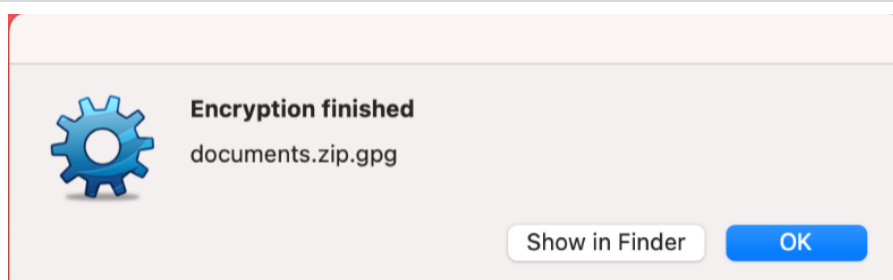
N.B.: if you don't see the option Services, or if it **doesn't** list the option OpenPGP, reinstall the program as described in the first part of this guide.

In the successive window **select ONLY the competition certificate**. Make sure the following **are not flagged**: "Sign", "Add to Recipients" and "Encrypt with password". Click **OK**

A window will tell you whether the process has been **properly** concluded.

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You will find the encrypted file in the same folder where you saved the original file to be encrypted. It will have the same name, though with the extension **.gpg**.

Example of a file to be encrypted: Archive.zip
Example of the relative encrypted file: **Archive.zip.gpg**
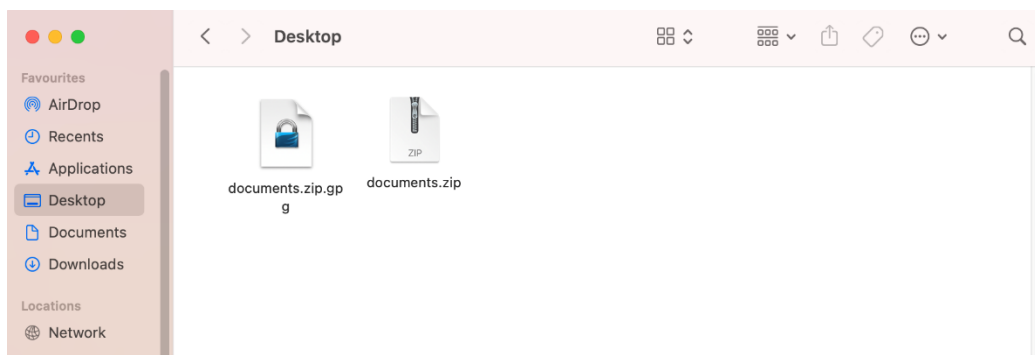
You can now upload the .gpg file to the Competition Platform and participate in the competition. Remember:

- ▸ **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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